

IKRAM MEHAMMEDI



 27 Years Old , Single , Algerian.
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 Dubai , UAE .

Profile summary

I am an individual looking for a complete opportunity utilizing my personal, academic and professional skills, achieving high career growth through continuous learning, **I have a master's degree telecommunications and networks**. Experience in the Emirates more than two years in various administrative tasks, and the ability to deal and serve citizens and residents through my participation and volunteering in conferences and events.

Professional Experiences

❖ **MAC Digital Dental Systems – Dubai – UAE**

From June 2023 – Still Present

Duties & Responsibilities:

➤ **Admin/Store Supervisor :**

- Sales coordinator, Receive orders, processing them, prepare the invoice and all the required documents, and create a schedule with logistic team to deliver them.
- Responsible for overseeing the daily operations of a retail store, including product availability and pricing, entail managing the staff and customer services, and controlling finances.
- Performed administrative tasks, document management, used expertise in Microsoft Office packages to build databases, draft documents and create presentations.
- Attending Calls and address it to the concern person, an intermediary between management and clients and answer emails.
- Plan the logistic Schedule and Prepare the technical team's Schedule of the week.
- Assist the store keeper in preparing the orders.
- Coordinate with all team with regards to their daily Schedule.

❖ **MULLAZAMA NURSING AND HOME CARE HEALTH CARE–AbuDhabi, –UAE**

From October 2021- May 2023

Duties & Responsibilities :

➤ **ACCOUNTANT ASSISTANT :**

- Basic data entry, recording and reviewing journal entries, creating invoices, and crafting spreadsheets
- Responsible for all company invoices and purchasing the office items.
- Handle incoming mail, scan and photocopy documents, and prepare quarterly tax invoices.
- Prepare quotations and Patient invoices.
- Follow up the results for patients tests and prepare weekly reports to send it to company's doctor.

➤ **HR ASSISTANT :**

- Preparing the Salary Certificate, Salary Transfer Letter, Termination Letter and other documents required from the HR Manager
- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers frequently asked questions (emails and calls) from applicants and employees relative to standard policies, benefits, hiring processes, etc ; refers more complex questions to appropriate senior-level HR staff or management.
- Provides clerical support to the HR department.
- Assists with new hire orientation.
- Assists with planning and execution of special events such as benefits enrollment, organization – wide meetings, employee recognition events, holiday parties...

❖ **Al-Furqan Achool For Quran Teaching- Algeria**

February 2021 – September 2021

➤ **SECRETARY AND SUPERVISOR OF AQURANIC SCHOOL**

❖ **SARL RAMY FOOD-ALGERIA**

June 2018 – September 2019

➤ **PURCHASING MANAGER & COMMERCIAL ASSISTANT :**

Duties & Responsibilities :

- Preparation of good orders follows the purchase request of each service.

- Negotiate purchases with suppliers regarding prices, estimated quantities and deadlines.
- Follow the payment of invoices and take charge of deadlines.
- Checks orders and ensures compliance of invoices after receipt.
- Receive customer orders and transfer to the production and planning departments.

THE INTERSHIPS :

- From 03 / 2018 to 05 / 2018 : End-of-study internship at the IT network and telecommunications sector department at Sonatrach AVAL-Oran.

PROFESSIONAL TRAINING:

- March 2016 to June 2016 : Training secretarial office
- January 2019 to April 2019 : Training on CISCO ccna 1 version 6
- March 2021 to June 2021 : Training on CISCO ccna 2 version 7

EDUCATION AND GRADUATION

❖ HIGH SCHOOL | JUN 2015

- **BACCALAUREATE IN MATHEMATICS with honors**

❖ UNIVERSITY OF SCIENCE AND TECHNOLOGY, ORAN, ALGERIA | JUN 2018

Electronics Department, Faculty of Electrical Engineering

- **BACHELOR'S DEGREE IN TELECOMMUNICATIONS,**

❖ UNIVERSITY OF SCIENCE AND TECHNOLOGY, ORAN, ALGERIA | SEP 2020

Electronics Department, Faculty of Electrical Engineering

- **MASTER'S DEGREE IN NETWORKS AND TELECOMMUNICATIONS,**

Technical skills:

- Microsoft office : word, excel, power point, outlook
 - Programming : C language, Object Oriented, C++, Java Script, HTML ,SQL ,VHDL
 - Computer Network : OSI Model, TCP / IP, Router Configuration and Switches
 - Accounting : QuickBooks.
 - Operating System : Windows XP, windows 7 8 10, Linux
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Languages Skills:

- **Arabic** : Native speaker
- **French** : Fluent
- **English** : Good