

CURRICULUM VITAE



Abd Salam EL YAMOUNE

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04/08/1976.

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PROFILE:

- A talented, versatile, proactive, dynamic, creative, serious, organized professional;
- An array of experience in the English/Arabic Teaching, Freelance Writing, Proofreading and Translation, Tourism Industry, Sales and Customer Service fields;
- Able to work on own initiative and an excellent team player;
- Leadership and analytical skills with a profound passion for learning & development;
- Dedicated to maintaining high quality standards and oriented to perfection;
- IT savvy, technological skills (MS office: Word, Excel, Outlook, Internet, E-mailing...), (office: fax, phone, Photocopy, scanner...), and familiarity with social media platforms;
- Acute philanthropy, empathy, tact, diplomacy, work ethics and enthusiastic demeanor;
- Rich linguistic background: proficiency in English, Arabic and French, with basic Norwegian, Spanish and German;
- Excellent presentation, charisma, authenticity and credibility;
- Resourcefulness, knowledgeability, results and perfection/details orientation; ☆
Determined self-starter mindset with organization, analytical and numeracy abilities;
- Distinguished flair and concern for the Education industry, academic and development issues, customer service, multiculturalism and languages.

EXPERIENCE:

03/2020-08/2020: Pedagogical Delegate/Sales Agent B2B with CDPL & SEDRAP.

12/2019-03/2020: Education Consultant/Pedagogical Counsellor/Marketing Agent for the American Education companies: TESS USA & WDCAHS on freelance basis.
7/2018-8/2018: Night Audit at Riad Villa Makassar; tasks: Reception/Client Relations/Facturation/Check-In & Check-Out/Telephone Operator/Concierge/Security...
1998-2020: Teaching English/Arabic: Mostly on freelance basis.
2004-2020: Freelance Translation (Arabic, English & French).
2006-2012: Family Driver.
2007-2009: Hospitality Work in « Splendid » Hotel in Fès.
2006-2007: Assistant Manager & Cashier in bakery field.
2005-2006: Commercial, Administrative Assistant & Driver for "Faris" Rent-A-Car Agency.
2003-2004: Hospitality Work in « Splendid » Hotel in Fès.
1997-2001: Associative Work: "Association Marocaine des Chantiers Sociaux".
1998-2000: Writer & Correspondent for « Jeunes Arabes » Newspaper.

QUALIFICATIONS/EDUCATION:

1998/1999: 4th Year of University Studies; Option: English & Linguistics – Fès University.
1996/1997: The Certificate of General University Studies – Fès University.
1994/1995: Baccalaureate.

LANGUAGES:

Arabic, English & French : Read, Written & Spoken.
Norwegian, Spanish & German : Basic Knowledge.

ADDITIONAL INFORMATIONS:

Good Use of the Internet facility, Word Office, Word Excel, Outlook, E-mailing...
Red Belt in Taekwondo Sport Discipline.
Driving License B. Category/Touristic in 2005.

INTERESTS/HOBBIES:

Reading & Writing/Journalism/Cultures &
Civilizations/Languages/Arts/Sports/Travel/Nature/Internet...

REDERENCES:

Mrs Fatima SEKKARI, Coordinator, CDPL-SEDRAP, Casablanca: + 212 672 417 998.
Miss Fatima Zahra, Director, Nelson Academy, Khénifra: +212 707 745 554.
Mrs Malika BENNANI, Director, Splendid Hotel, Fès: +212 664 006 213.
Mr. Fouad GRAIDA, Owner & Director, Riad Villa Makassar, Marrakech: +212 678 544 455.