

***Curriculum Vitae***

***Specialist : interpretation, customers services,foreign languages, tutor childcare****​***,**

Full name : NABIL BOUDJEMAA

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**-Profile**​:

A highly qualified graduate with specialist skills in modern languages multilingual ,qualified interpreter translator with a higher diploma in politcal sciences and international relations, typing and word processing qualifications. A consistently high achiever with varied travel and work experience, able to perform well both individually and within a team.

**-SKILLS & LANGUAGES:**

Multilingual: Fluent native French , fluent english , fluent arabic, fluent berber fluent kabyle, basic russian. Dynamic, mixed cultures,

65wpm Touch Typing, Audio and 70wpm English Shorthan Advanced Word for Windows, Excel and PowerPoint Lotus Notes, Internet (basic HTML)

**-CAREER HISTORY**

**\_**​Jun 1st 2018 - march 15th 2019 **Pharmacy sahraoui zoui Khenchela.night shifts** ​General managerdealing with clients workers andgraphomers services & products

\*Dealing with queries from offices and agents abroad using my french and administration experiences

* \*Producing PowerPoint presentations for new cclient

\*Dealing with all correspondence, products pharmaceuticals and office administration

Juin 1st 2018- march 31st tutoring childcare **morning shiftd teaching kids foreign languages and new skills**

**\_**​Dec 8th 2016- may 31st 2018​**family time,** ​​**lived in UK on marriage visa**

* **\_**​Jan 2015 - July 2016 :​**private french teacher students and independents in sousse Tunisia** Jan 2014 - dec 2014 ​**golf residence & resort receptionist & customers services**

.\*Dealing with all incoming calls

\*Responsible for a team of 5, making all clients arrangements and dealing with

customers

\* Occasional use of Russian

* ​jan 2013 - dec 2013 : ​**kids world khenchela Algeria. Tutor & childcare**
	+ Looking after kids using arabic and french
	+ Teaching kids English using funny ways to learn
	+ Babysitter & helping kids learning languages and sklanguages
* ​jan 2012 jun 2012 : ​**call center sun power sousse tunisia photovoltaic panels production**

**\*** ​Bilingual Secretary temporary reception and secretariail in marketing andinterpretation (French- English )two ways interpretation

\* dealing with customers by phone or mail using french languages.

* + arrangements appointments and rendezvous for clients in Belgium **\_** ​jan 2011 - dec 2012​**call center french customers car insurance Tunisia.**
* Dealing with customers by mail and calls
* Responsible of incoming calls
* Responsible of a team of 3 ppeoples

**\_**​jan 2010 - jan 2011​**guide &**​​**interpretaion for VIP customers**

* Interpretation English French Arabic berber plus some Russian. For VIP CUSTOMERS
* guide responsible of customers joy and feeling comfortable
* Helping customers getting what they need using my languages skills interpreting and translating time to time

**\_**​sep 2007- july 2008​**high school zoui Khenchela algeria philosophy & french teacher**

* French teacher in high school
* Philosophy teacher in high sschool.

**\_**​jun 2006-sep 20017​**hall town zoui Khenchela, administrator mamager**

* Administrator responsible of foreign documents and customers
* Dealing with customers requests
* Dealing with documents in french language
* Managing a team of 9 peoples around document & customers service in hall town

**EDUCATION:**

**2013 . Multilingual certificates graduate interpreter speak and interpret fluency from/ into five languages English French Arabic Berber kabyle.**

**2010: interpretation translation diploma Ecole superieure interpretation et traduction ALGERIA.**

**2009: customers services certificate approved and qualified.**

- Sep 2002- july 2006 ​**licence in political sciences and international relations UNIVERSITY**

**ITFC ALGIERS**

**- Specialty: administration and management**

* Jan 2003- dec 2004 ​**international multilingual private school algiers ALGERIA**
* **\*** ​certificate of honor to be multilingual soeaking four (4) languages or more
* \* fluent English French Arabic Berber
* Sep 1998- july 2002 ​**high school zoui Khenchela Algeria. bachelor degree with good** **mention getting BACHELOR TEST**
* Human sciences and foreign languages

​**INTERESTS**

Travel, writing poems and kids stories. Reading books and meeting foreign friends. Cinema, TV, internet, Tennis, swimming and aerobics.

**TRAVELING: Tunisia. Morocco. Spain. France. Belgium. Russia. UK …**

* ***IN PERFECT HEALTH CONDITIONS. -***