

MOEZ GUERFALI

BUSINESS CENTER MANAGER

Situation family: Marie | Dated en / date of birth: 08/24/1989

Address : Bizerte – Tunisia

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GOALS

In charge of business creation support projects for more than 8 years, I know how to stand out through my leadership and my communication skills. My experience has also taught me to constantly adapt to different situations. I am looking to join your company in order to share with you my know-how and my passion for support.

SKILLS

- Managing projects/events
- Supporting young promoters
- Animate workshops
- Ability to lead a team of professionals
- Convey information to a team, customers, and businesses.
- Familiarity with computer tools
- Teamwork
- Organization
- Communication skills
- Leadership
- Adaptability
- Customer relationship
- Autonomy

LANGUAGES

French 

English 

TRAINING

2011 – 2013
Sousse, Tunisia

Professional Master in Entrepreneurial Marketing and Innovation
HIGHER INSTITUTE OF MANAGEMENT

2018 – 2020
Bizerte, Tunisia

Applied License in Business Administration
HIGHER INSTITUTE OF TECHNOLOGICAL STUDIES

2007 – 2008
Bizerte, Tunisia

BA in Economics & Management
FARHAT HACHED HIGH SCHOOL OF BIZERTE

PROFESSIONAL EXPERIENCE

Apr. 2016 – Today
Bizerte, Tunisia

BUSINESS CENTER MANAGER
BIZERTE BUSINESS CENTER

Main missions:

- Manage the financial and human resources of the center
- Advise and support entrepreneurs to create and develop their projects
- Train project leaders in assembly project, market study etc...
- Develop partnerships with professional establishments at the regional level, national and international.

Project management :

- **Jan. 2022 – Jul. 2022:** Project manager: Creation of a WEB site and digitization of the services of the Business Center of Bizerte in partnership with Financial Services Volunteer Corps (FSVC)
- **Jan. 2020 – Oct. 2020:** JANNAH program coordinator, promoting the employability of young people and migrants through the creation of E/SE and employment Detachment with IMZ Tunisia & Friedrich Naumann for IT Librideenot Tunisiane

- **Nov. 2018 – Jul. 2019 :** Chyes programs screw'COMING , Accompany of the Ione In

Eprofessional and entrepreneurial world
Secondment to Friedrich Naumann for Freedom in Tunisia

Event management:

- Organize thematic investment seminars
- Pilot the 1st virtual job fair & business creation in Tunisia with more than 10,000 attendees
- Pilot the 1st regional job fair with more than 1500 visitors

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Sept.2015 – March.2016
Ben Arous, Tunisia

MARKETING MANAGER
APPLIANCE MANUFACTURING COUNTER

- Develop a communication and promotion strategy in collaboration with sales and product managers
- Organize promotion and communication actions
- Ensure a marketing watch and develop new ranges

Jan.2015 – Sept.2015
Ben Arous, Tunisia

Credit portfolio manager
MICROCRED TUNISIA

- Analyze credit files and defend them at the credit committee
- Develop a credit portfolio (prospecting, customer loyalty)
- Manage a credit portfolio (relaunch of deadlines and recovery)
- Support customers in the development of their projects

Oct.2013 – Mar. 2014
Bizerte, Tunisia

Project manager
WE LOVE BIZERTE

- Establish agreements with more than 10 institutional, associative and private partners for the project account
- Train 125 young job seekers (Development of life skills, initiation to professional and social life)
- Train and support 30 young people to succeed in their community projects

EXPERIENCES: COACHING & TRAINING

Oct.2021
Bizerte, Tunisia

Consultant Entrepreneurship component
CENTRO INFORMAZIONE E EDUCAZIONE ALLO SVILUPPO ONLUS – CIES TUNISIA

- **Program "Action for the economic and social inclusion of young people and women"**
- Accompany 12 project leaders to develop their bankable business plans

Jul.2021
Bizerte, Tunisia

CANVAS Business Model trainer
GERMAN TECHNICAL COOPERATION IN TUNISIA (GIZ) & CAMPAIGN ASSOCIATION

- **Employment and Professional Integration Program**
- Facilitate workshops for the development of a CANVAS Business Model for the benefit of project idea holders

Jul.2021
Tunisia, Tunisia

Trainer in micro-project management
GERMAN TECHNICAL COOPERATION IN TUNISIA & "AMAL" ASSOCIATION

- **Program "Associative Action for equitable access to socio-economic rights for women and girls in vulnerable situations"**
- Facilitate training workshops in financial management & time management

Jul.2021
Bizerte, Tunisia

Trainer in preparation for professional life
GERMAN TECHNICAL COOPERATION IN TUNISIA (GIZ) & CAMPAIGN ASSOCIATION

- **Employment and Professional Integration Program**
- Facilitate training days in job search techniques for the benefit of 25 graduates of the Bizerte Vocational Training Center (Identify the professional project, prepare your application, succeed in your job interview, etc.)

Apr.2021
Bizerte, Tunisia

Trainer in job search techniques
GERMAN TECHNICAL COOPERATION IN TUNISIA (GIZ) & CAMPAIGN ASSOCIATION

- **Employment and Professional Integration Program**
- Facilitate training days in job search techniques for the benefit of 25 university graduate participants (Identify the professional project, prepare your application, succeed in your job interview, etc.)

Apr.2019
Bizerte, Tunisia

Mentor for technology startups
WORLD BANK & COURT OF AUDITORS

- **Hackthon program "HACK 4 TRANSPARENCY"**
- Supervise young starters in competition

Sep.2016 – Dec. 2019
Bizerte, Tunisia

Business creation advisor
INJEZ TUNISIA

- **JA Company program**
- Accompany young students to create their own social project

PROFESSIONAL INTERNSHIPS

Jan.2013 – Sep.2013 Bizerte, Tunisia	Entrepreneurship portfolio manager <i>FINANCING BANK FOR SMALL AND MEDIUM-SIZED ENTERPRISES</i>
Feb.2011 – Jun.2013 Bizerte, Tunisia	Territorial development study officer <i>THETIS COUNCIL</i>
Jan.2010– Feb.2010 Bizerte, Tunisia	Advanced trainee - quality department <i>TUNISIAN COMPANY OF LUBRICANTS (SOTULUB)</i>
June 2019 Bizerte, Tunisia	Summer internship – post-creation service <i>CHAMBER OF COMMERCE AND INDUSTRY OF NORTHEAST BIZERTE – TUNISIA</i>
Jan.2009– Feb.2019 Bizerte, Tunisia	Initiation course – human resources department <i>TUNISIAN COMPANY OF LUBRICANTS (SOTULUB)</i>

IMPROVEMENTS

2021 – 2022 Tunisia,Tunisia	CoLAB Tunisia Program Facilitator - Sustainable Water Management <i>IRD, BOND'INNOV AND MAKESENSE AFRICA</i>
2018 – 2020 Bizerte, Tunisia	Member of the vocational training system evaluation committee <i>IRADA PROGRAM – EUROPEAN UNION</i>
June 2019 Tunisia, Tunisia	Financial analysis training <i>FINANCIAL SERVICES VOLUNTEER CORPS (FSVC)</i>
June 2019 Tunisia, Tunisia	Training on Risk Assessment and Extending Credit to SMEs <i>FINANCIAL SERVICES VOLUNTEER CORPS (FSVC)</i>
Feb.2019 Gummersbach, Germany	International Diploma in Moderation and Program Design <i>INTERNATIONAL LEADERS ACADEMY IN GERMANY</i>
June 2017 Tunisia, Tunisia	ChampionBusiness creation coach <i>AFRICAN DEVELOPMENT BANK IN TUNISIA</i>

VOLUNTEER ACTIVITIES

2014 – 2022 Bizerte, Tunisia	Marketing and Communication Officer & Member of executive Office <i>BIZERTE INTERNATIONAL FESTIVAL – TUNISIA</i>
2018 – 2020 Bizerte, Tunisia	Active Member - Lions Club International <i>LIONS CLUB INTERNATIONAL</i>
2013 - 2016 Bizerte, Tunisia	Founding Member and Entrepreneurship Officer <i>WE LOVE BIZERTE</i>
2000-2011 Bizerte, Tunisia	HANDBALL athlete player (RIGHT WING) <i>BIZERTIN ATHLETIC CLUB – TUNISIA</i>

HOBBIES

Sport :Handball team

captain**Humanitarian**:volunteer in several

associations**Journey** :Discover new civilizations

REFERENCES

References available upon request.