

BOUSSENA INES

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STUDIES

Professional Master in Quantitative Social Studies

Institution: National Institute of Labor and Social Studies

Year: 2007

Bachelor in Economic and Social Management

Institution: National Institute of Labor and Social Studies

Year: 2004

EXPERIENCES & INTERSHIPS

Position: Project Coordinator

Duration: 15/10/2012 → Now

Location: Civic Action Assoc

Department: Admin & Financial

Tasks: Administrative & Financial Reports, Organization of equity & Meetings Human Resources Assistant

Post: HR Assistant

Duration: 01/06/2009 → 01/07/2011

Location: Oasis Conseil

Department: Human Resources Payroll & Audit

Tasks: Personal Management, Payroll Software, Reconciliation Head of Sales & Marketing

Position: Sales Coordinator

Duration: 02 /06/2008 → 30/05/2009

Location: Real Estate Agency ideal-home

Department: Publishing, Marketing

Tasks: Marketing, Sales & online advertising & direct

Missions:

Member of the Polling Station / Independent Higher Authority for the 2011-2014 elections

Census Officer / National Institute of Statistics (INS) 2014

Investigator / Tunisian Institute of Competitiveness and Quantitative Studies itceq 2018

Training:

Duration: 01/10/2006 → 31/12 /2006

Location: Agricultural National Bank

Department: Human Resources

PRACTICAL SKILLS ACQUIRED

LANGUAGES

Arabic (Native)

French (spoken: Well) (wrote Well)

English (spoken: Well) (wrote Well)

COMPUTER SOFTWARE

Word, Excel, Access, Power-Point, Outlook (Good)
Payroll & Accounting SAGE Software.

TRAINING:

- * **Training** in Accounting Practice: Payroll & Accounting SAGE Software.
- * **Training** in Debating and Public Speech.
- * **Training** in Creating Business and Entrepreneurship.
- * **Training** in Project Development.
- * **Training** in the Original method of Active Search for New Ideas for Entrepreneurship.
- * Election **Training** & Organizing Events & Projects.

OTHER ACTIVITIES:

- Junior Chamber International of Kelibia
- Alumni Association of the INTES
- Association of Civic Action Kelibia

INTERESTS

Discovery, Sports, Reading, Traveling, Seminars.

OTHER

Driving License / Speculation in the stock market.