

Nawal Harrathi



Personal details



Nawal Harrathi



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+216 21 061 181



Tunisia



July 13th, 1995

Software Skills

MS Office ●●●●●

Outlook ●●●●●

EViews ●●●●●

SAGE + CIEL ●●●●●

Languages

English ●●●●●

French ●●●●●

Arabic ●●●●●

Skills

- Excellent written and verbal communication skills.
- Stress Management, Teamwork and collaboration skills
- Excellent Customer service skills. Motivation to work through busy shifts.
- Superb interpersonal skills, Adaptability and accountability.

Profile

A highly competent, self-motivated, and enthusiastic individual, well-organized and proactive in providing timely services, able to communicate effectively in order to serve and assist a variety of customers, and able to resolve issues quickly and successfully to ensure Customer satisfaction

Employment

Secretary

2020 - Present

Shadha karem cabinet, Tunisia

- Reporting to management and performing secretarial duties.
- Processing, typing, editing, and formatting reports and documents.
- Filing documents, as well as entering data and maintaining databases.
- Liaising with internal departments and communicating with the public.
- Arranging and scheduling appointments, meetings, and events.

Accounting Management & Trainer

2021 - 2022

Nejma Private Training Center, Tunisia

- Providing commentary on management reports
- Preparation of cashflow forecasts
- Play a lead role in compiling the annual budget with senior management
- Analysing trends and financial performance across business units
- Month end accounting including reconciliations and journal
- Taking part in systems' and process improvement initiatives

Administration

2017 - 2019

9 Canards SARL, Tunisia

- Dealing with queries on the phone and by email
- Managing diaries, scheduling meetings and booking rooms
- Preparing financial statements and tax forms for companies or individuals
- Managing a company's accounting records, such as accounts payable and receivable records, cash flow forecasts, and general ledger entries
- Preparing financial reports such as income statements, balance sheets, and cash flow statements

Education

Research Master in Economics: Currency Finance and development

2018 - 2020

Higher Institute of Business Administration, Gafsa, Tunisia

License Degree in Economics: Currency Finance and Banking

2014 - 2017

Higher Institute of Business Administration, Gafsa, Tunisia

Baccalaureate: Economics and Management

2014

Zannouche Secondary School, Tunisia

Internships

Business Coordinator

2020

Tunisian Company of Insurance and Reinsurance STAR - Gafsa, Tunisia

Teller & Manager

2015

Tunisia Post, Tunisia

Certificates

- Entrepreneurship Training
- French Language Training
- Soft-Skills Training
- Financial Education Training