

- **GENERAL ADMINISTRATIVE COORDINATION**
- **Data Entry**
- **Secretary**
- **Translator**
- **Teacher**
- **Document Controller**
- **Personal Assistant**
- **Human Resources Officer**
- **Procurement and Recruitment**
- **PLANNING AND INVOICING**



Khaled Chaabane, 38 years, married,
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Excellent interpersonal skills, highly developed organizational skills, an advanced level of computer literacy in MS Office products (especially MS word and Excel spreadsheets) as well as small network administration, administrative skills and abilities; good with details and activity logistics, office tool coordination (computers, phones, copiers, printers, etc.), ability to prepare correspondence as required, ability to arrange conferences/workshops/meetings with participants and make all logistical arrangements without supervision, ability to communicate effectively with all levels officials.

Couple of years' experience in the field as Document Control, Project Coordination, System Support, Data Base Management, Business Coordination, Tendering, Procurement, Hiring and Recruitment of qualified Staff, Office Administration, Management Technical Support and Project Support Services.

The position of **Document Controller (Test Package/ Administration Manager Information Manager / Planning & Scheduling Professional** to manage and coordinate the document control functions and project support services of Document Control Centre in Project Control Department with special attention towards the Quality Management System, Environmental Management System, Occupational Health and Safety Assessment System, Project Quality Plan, Project Planning & Project Scheduling would be suitable for your esteemed organization

Prior Experience

1. Experience providing translation and interpretation support in English / French /Arabic
2. Experience in office management
3. Experience in administrative and technical support
4. Experience in public contact, in particular contact with top government officials
5. Experience in working in the area of government financial management

6. Working experience on technical assistance/development projects
7. Teaching Experience
8. Document Control – Administrator
9. Data Base Management / System Support
10. Tracking Budget Expenses,
11. Staffing
12. Project Support Services / Marketing

Language proficiency

Fluency in English, French, and Arabic allows me to provide accurate and quality interpretation during meetings and when required, workshops and on-the-job training sessions.

I have a very good level in German, Spanish and Italian, especially Translation of documents

Professional experience

25 July 2019 till now:

SOC: SIRTE OIL COMPANY – BREGA- LIBYA

Department of Projects: Planning, Document Controller, Translator (Arabic-English).

11 August 2018 20 May 2019: LIBYA

MILLITAH, AL FEEL Field, and Tripoli Management Office Base

ETOS Engineering of Technical Oil and Gas Services

EL FEEL FIELD:



As Document Controller, Translator-Interpreter(Arabic English)

- Prepare and coordinate meetings and events with internal and external parties.
- Coordinates travel arrangements inclusive of air ticket, hotel accommodation, etc. for the Managers and Project Team.
- Manage and ensure timely arrangement of all meeting.
- Obtains clarification of policies and procedures for Staff.
- Coordinate for training arrangements with Managers and Staff (internal and external).
- Composes drafts and completes non-technical correspondence from oral and/ or written instruction.
- Arrange meetings, schedules locations, coordinates time with listed attendees, arrange refreshments and equipment as needed.
- Purchases expensed items.

- Management and preparing reimbursement and other claims.
- Set up an electronic library system for the management of technical documentations, process class certification and planning maintenance system.
- Develop and maintain document control processes for the efficient management and recording of technical documentations.
- Develop electronic filing and archive system and technical library for easy to issuance, storage, retrieval and management of documents that must be controlled and kept for audit/internal requirements.
- Maintain proper organization and storage of documents and information.
- Provide full admin support to the team.
- Undertake any other ad hoc projects/ duties assigned.
- Provide DCC role.
- Translation of various document Arabic-English.
- Interpretation Arabic-English.

Tripoli Management Office Base:

- Procurement, arrange, negotiate, contact suppliers and follow up to purchase items for Client MILITAH and for site maintenance needs,
- Recruitment: Hiring expatriates staff, looking for qualified personnel all over the world, negotiate, coordinating and agreement with Clients as per their needs,
- Timesheeting and invoicing: timesheet of the rent materials and qualified staff (electricians, welders, carpenters, masons, pipefitters, mechanic, ...etc), coordination with client MILITAH and check in the hourly rates and the monthly totals according to the contract, and highlight the remarks and the feedbacks,
- Technical support and internal and external expenses budget,
- Visas and residence follow up for expatriates, renewal procedures, contact and coordinate with Liaison Officers,
- Desert Passes follow up and full procedures for the personnel in fields,

In addition to this, I was giving full technical support (administration coordination and translation) to the management.

18 January 2018 till 05 June 2018:

APAMA: ASSOCIATION PROFESSTIONNELLE DES AGENTS MARITIMESALGERIENS

La Cadat, Les Sources, ALGIERS – ALGERIA

Position: SECRETAIRE GENERAL

APAMA is an association established by some Algerian Maritime Transport Agents in 2012, it is aimed to defend the activity of the sea shipment in Algeria and to represent all the members at the Government's departments and corps.

Major Tasks:

- Ensuring and preparing the report to General Management and brings forward initiatives from time to time aimed at improving the organizational strength of the Association movement.
- Maintain and use the Association's head office to conciliate differences between temporary and permanent members where possible and to oversee the functioning of the machinery for the adjustment of differences where necessary.
- Domestic Relations: ensure administrative coordination with Governments corps (Ministry of Interior, Ministry of Transport, Ministry of Finance, Customs) and public service such as post offices, banks, hotels, embassies– this is the core function of the office whereby I (Association APAMA) seek to advance the program of the Association and to promote its activities and hence defend the Maritime Transport.
- The Association is a permanent member of the worldwide association FONASBA for defending the maritime shipping located in UK, so we are in direct contact with FONASBA and get updated about the new challenges in the maritime field.

25 July 2016 till Sept 2017: SONATRACH

At the same Project "Project SBF – Inlet Separation and Boosting Facilities, ALRAR, In Amenas- Algeria

After having worked one year at the project mentioned above, I was in complete touch with the Client SONATRACH, the Client proposed to transfer me to be among its administrative staff to execute the same duties I was executing in BONATTI SPA (Secretary and Administrative Assistant).

Other involved Tasks: Data Entry

- Have good typing speed with very good accuracy in performing the given tasks of data entry, I am detail orientated. My high school diploma into English Language and Literature and other certificates of languages offered me good reading and writing skills and the ability to be accurate.
- Full command on written and verbal English, French and Arabic

gave more weight.

- Enter customer and employee data into prescribed database software.
- Check to make sure that accurate data has been entered into the database.
- Verify entered data by reviewing, correcting, changing or deleting entered information.
- Delete unnecessary files that may be bogging down the database.

22 July 2015 till 20 July 2016:

BONATTISPA, Project SBF–Inlet Separation and Boosting Facilities, ALRAR, In Amenas - Algeria, Client SONATRACH.

For the smooth running of the office I am charged to provide various administrative and clerical supports to site management personnel, particularly assisting the manager. During my typical working days I perform a number of tasks such as:

- Managing correspondence; drafting and translation of various administrative letters in French, English and Arabic, performing routine word processing assignments, proofreads, and prepare routine reports.
- Archiving letters, internal & external, in hard & softcopy
- Preparing presentations and handling scheduling and drafting meetings.
- Monitoring of all project procurement requests and match them to their order to be purchased.
- Management of the office supply stock.
- Preparation of the flight booking requests for all personnel and the military escort for expat.
- Sending & receiving letter from/to CA (Contracting Authority, Sonatrach), and record them Soft and Hardcopy.
- Achieve a perfect distribution for all received and sent letters.
- Providing administrative and clerical support for a department or group of managers/individual contributors.
- Responsible for maintaining a calendar of appointments, meetings, and events and providing any associated clerical support.
- Making travel arrangements for the staff as needed.
- May take and deliver messages, provide information to callers, set-up and maintain files, prepare and sort mail
- Creating and maintains files.

November 2011-January 2014, Riyadh - Saudi Arabia:

Secretary and Personal Assistant for a Royal Family in Saudi Arabia, charged of:

- Performing general secretarial work at Clockwise
- Preparing meeting of minutes
- Press releases and managing high-end executive correspondence (French, English and Arabic).
- Process invoices for appropriate signatures and prepares expense reports.
- May take and deliver messages, provide information to callers, set-up and maintain files, prepare and sort mail.
- Maintaining inventory of supplies

Acting as personal assistant,

It was up to me to contact and negotiate , via official letters and telephone calls, with customers consultants, vendors, government agencies, banks (Checking and preparation of all accounts operations), recruitment agencies (to provide foreign qualified staff), embassies (Preparation full visas' files for the Royal Family), lawyers (Report all litigations in details and keep following up the updates), police stations (Depositing all kind of complaints and problems), insurances (Houses', cars, Social insurances,...ect), hotels (booking and reservations) brought me great benefit and polished my people skills communication abilities, performing responsibilities like attending calls, maintaining contacts, arranging meetings handling important calls,...etc

Recruiting and guiding new staff:

- Helping draw up plans for future personnel needs.
- Recruiting
- Counseling staff about any problems they may have, either at work or personally Oversee employee services such as health and safety as well as sports and social facilities.
- Administration, co-ordination and support.
- Managing and maintaining contracts, personnel files and other employee information.
- Fulfillment of additional duties as required.

Freelancer translator:

Translator of French, Arabic, English, Spanish, German and Italian.

- Convert written materials from one language into another, such as books, publications, or web pages (financial, legal, technical,

etc.).

- Proofread, edit, and revise translated materials.
- Check translations of technical terms and terminology to ensure that they are accurate and remain consistent throughout translation revisions and proofreading.

French and English teacher:

- Evenings Periods, weekends and holidays. I give remedial courses for the students and pupils (often lessons of speaking and writing correctly, to form sentences and paragraphs).

October 2008 - June 2011:

- English teacher at secondary school, an official school. I provided effective classroom management, creative lesson plans, lecturing and discussing concepts. I prepare the daily subjects to teach pupils in accordance with approved program and according to a methodical plan, I prepare material for presentations of courses, discussions, audio- visual presentations and educational outputs, researches on the Net, newspapers, books and other sources on natural historical events, phenomena and biological, writers and poets. .etc. I prepare grading tests and conducting progress reports, and recordkeeping student activities in accordance with laws and school policies.

Evenings Periods: Private Teacher of English, French and Arabic for pupils of the primary and secondary schools, to help them revising their lessons thus their homeworks.

July 2005-February 2006:

Translator and administrative assistant (translating Arabic - French-English). TONIC Packing. Industrial area, Bousmaïl, Tipaza, Algeria.

May 2007 until June 2008:

Translator (Arabic - French-English). TATNEFTPROVODSTROY (Russian Oil company). Garidi 1, Kouba, Algiers, Algeria.

Educationbackground

- Diplomas +1998:

Baccalaureate in science of nature and life.

High school Bouhana Mesaoud - Ferdjioua, Mila. Algeria.

-June 2005: University of Constantine – Algeria:

- Diploma of license in English language.

-June 2004: University of Constantine – Algeria:

Note: Each level lasts one year, and I had these crash courses of

Spanish, French, Italian and German in parallel, 5 hours per week

for each language.

- Certificate of 3rd level French.
- Certificate of 2nd level Italian.

-June 2003: University of Constantine – Algeria:

- Certificate of 3rd level Spanish.
- Certificate of 2nd level German.

- Certificate of the Italian language:

A certificate of the Italian language delivered by the university of Rome (Italy), an international exam organized by the university of Rome at the university of Constantine in Algeria.

Certificato del livello avanzato superior dell'italiano come lingua straniera

- Teaching Certificate of Recognition from NOKUT – Norway

I sent a full recognition file to NOKUT (Norwegian Organization of recognition of foreigner diplomas) for object of recognition of my diploma of the license in English language, they issued me a certificate of recognition.

Divers:

- Driving license: Category B
- Mother tongue: Arabic.
- Excellent: Arabic, French and English (to write, speak and translate).
- Good level of German (write and translate).
- Good Italian and Spanish level (write and translate).
- Computer qualifications: Microsoft Power Point, MS Excel, MS Word and Outlook
- Hobbies: Sport, Reading, Internet browsing.

Personal attributes

Ability to work independently and as part of
a team Dedicated and reliable
Ability to work under
pressure Ability to
Prioritize
Sense of urgency and productiveness
Personal and telephonic communication
skills Self confidence