



Hajer Boussetta Drira
Executive secretary

Address: Tunis, Aouina

Nationality: Tunisian

Date of Birth: 09. November. 1991

Phone Number: (+216) 25840849

EMAIL: hajerboucetta@gmail.com

Work experience:

**General Executive Secretary from August 2018 Until February 2020 in EMIRCON
GENERAL TRADING LLC Dubai:**

- Provide executive, administrative and organizational support to the director with instant translation to him and for any needed documents.
- Prepare and manage the director's program and schedule of appointments, including arranging official appointments, receiving and escorting official visitors and making travel arrangements
- Develop and maintain networks and relationships with key internal and external stakeholders

**The Consul Secretary at the UAE Consulate –Tunisia –:
From September 2016 until March 2018**

- Performed general office duties and administrative tasks
- Assistant the Consul to arrange meetings, appointments, and travel trips
- Translating the Emails and the needed documents for all the Administrative dues.
- Prepare weekly and monthly statistics regarding the revenues and visas issued by the entre and send them to **UAE FOREIGN MINISTRY.**

- Organize and prepare monthly the employee's attendance table and send them to the recruitment company.
- Arrange meetings with officials of the host country and prepare all relevant documents and papers required.
- Creating and distributing documents and maintaining current HR files and databases that includes ensuring vacation and sick.
- Provides great candidates arranging interviews according to the job description.
- Provide assistance with official functions and commemorative events
- Perform Local Area Network Administrator duties as required.
- Backup the Visits and Public Diplomacy Officer during periods of absents.

Secretary and sales executive in a car parts Company: *From June 2014 Until July 2016*

- Activate the coordination between business managers and their associated.
- Prepared weekly confidential sales reports for presentation to management.
- Scheduled client appointments and maintained up-to-date confidential client files.

Traineeship:

An English translator in SFAX BUSINESS CENTER: *From July 2014 Until August 2014 (Part-Time Job)*

- Ensured the translation of their official website From Arabic to English.
- Provided telephone support.
- Talking to clients with guiding advice.

Education and Formation:

- January 2020: online course (The Art of Persuasive Writing and Public Speaking from HARVARD online University)
- December 2019: online course (Public relations and communication skills from rewaq online Learning).
- October 2019: online course in (Public relation management from ELC - E Learning Collage)
- 03/10/2017 to 13/12/2017: Certificate in English Communication from Open School Centre.
- 7 October 2016: (Online Test of English for International Communication) Certified in TOEIC Test.
- 2014: Certified in leadership from the association (Women s Enterprise for sustainability).
- 2014: Formation in creating traditional Tunisian accessories the art of recruiting the old with the modern Private Centre (I have my own Facebook and Instagram selling page with my own brand called fashionista).
- 2012 for 3days: Certified in constitutional vigilance from (CITIZEN BUS).
- 2011 to 2014: Faculty of Arts and Humanities specialized in the English Language. (English Language)
- 2007 to 2011: High School Hedi Shaker Sfax: Baccalaureate diploma specialized in Literature and humanitarian sciences.

Personal and Professional Skills

Computer skills: Microsoft Word, Excel, Access, PowerPoint And Outlook.

Ability to Work Under pressure, Decision Making, Self-Motivation, Time Management Conflict Resolution, Adaptability, and Creativity.

Language:

- Arabic mother tongue.
- French fluent.
- English very Fluent.
- Spanish Basic

Hobbies:

- Literature books.
- Designing accessories.
- Joining association (Charity)
- Human development (Energy science and spirituality).
- Swimming (I had 3 years of training)