

Koraychi Rachid

Finance manager

Address: N°136 BP. 43100
Attaouia Kelâa des Saraghna
Maroc.

Phone: (+212).666.31.15.10

Email: koraychirachid1@gmail.com

Age: 35

Nationality: Moroccan

Driving license: Yes

EXPERIENCE

Online Freelancer

Translation from English to French and Data Entry, for Facebook ads medicals and cosmetics. *From December 2016*

Duties:

- Translating
- Data Entry
- Proofreading
- Reviewing

Customer Support for Phone Groupe company, Morocco

Receiving calls from Company clients *November 2013 - December 2016*

Duties:

- Receiving calls from premium and new clients
- Advising clients for their use of new products.
- Make clients more comfortable and have fun using company products.

Marjane, Morocco

Commerce traineeship *August 2009*

IKS, Morocco

industry traineeship *July 2012*

EDUCATION

Sup De Co Marrakech, Morocco — *Master in accounting and finance* 2010 - 2012

Sup De Co Marrakech, Morocco — *Bachelor of science in economics* 2007 - 2010

Salah Eddine, Morocco — *baccalaureate in experimental sciences* 2006 - 2007

A levels: Maths (A) English (B) Technology (B)

References: Available on request

SKILLS

Ensuring high levels of customer satisfaction

Management accounts

Good office management and computing skills.

Can work effectively on several projects simultaneously

Decision making

Strategic planning

Problem solving

Adaptability

LANGUAGES

English: *Advanced*

French: *Advanced*

Arabic: *Proficient*