

SARA CHALLAB

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Aiming for a challenging role where I can polish my skills, also gain more knowledge in terms of both practical as well as real-time experience which will help me to perform
I am very reliable, highly motivated, I am equally comfortable working as a member of a team and independently. I pay attention to details, I like to show initiative, I'm curious and always learning that helped me to adapt quickly and get involved in new projects.

Education:

2017/2019: LaSalle College: DEC in Computer Science - Administrative Data Processing.

2014/2016 : Higher International Management Institute (Ex INSIM) -ESG Paris : Business Management

2011/2014: University of sciences and technology Houari Boumediene (USTHB) of Algeria

Bachelor's degree in Process Engineering, option: Environmental Engineering

Topic of the training report, study the impact of Lafarge's cement plant on the environment at Biskra.

2008/2011: High school Diploma in natural sciences at the high school Tewfik Bouattoura, Algiers, Algeria

Career Profile

January-July 2018: Web Marketing And Sales Coordinator at Groupe Conseil Amar , Montreal, Quebec

- Updating website content
- Ensuring content updates go through the required testing and approval process prior to execution.
- Supporting marketing operations initiatives
- Manage the website of the company by solving bugs and adding new options
- Social media campaigns through timely updates to the website.
- Develop strategies and project plans for enhancing social media presence

November-December 2016: Sales associate at Ardène, Montreal, Quebec.

- I had a complete training in all aspects of store sales and operations for the store.
- I gave advice, shared my knowledge about the product with customers.

- I suggested other products, complementary articles, according to the customer's personal style and interests.
- I used the technology to improve the customer experience.
- I demonstrated initiative in developing my professional skills and knowledge to generate sales for the store and achieve operational goals
- I helped in carrying out daily projects while concentrating on customer experience.
- I have been vigilant and have adhered to the standards of loss prevention, inventory control, security, and company policies and procedures.

April 2014: Trainee at the Ministry for Regional Planning and Environment of Algeria

- Gain practical experience in real work environments, including: industry, research Institutes, laboratories, local government etc .
- Obtain technical knowledge and experience
- developed my teamwork
- success in accomplishing assigned projects

Languages:

French, Arabic, English

Office Skills :

Microsoft Word, Excel and PowerPoint, Access, Outlook, information research, image editing tools (basic knowledge).

Computer Skills:

HTML5, CSS3, JavaScript, ASP.Net, C#, WordPress, Drupal8, Search engine optimization (SEO)

Certification :

Certificate in Standard First Aid & CPR/AED level C, Canadian Red Cross

Additional Information

- Excellent organizational and analytical skills
- Outgoing and self-motivated individual who enjoys working in teams
- Organized thinker with effective communication skills .
- Effective at multi-tasking while maintaining focus on the primary goal.
- Extremely eager to learn and adopt new skills.