**Karim Maghrebi**

**General Manager**

**Communication & Events**

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**Profile Summary**

Experienced Administration and Recruitment Officer with extensive experience in ***Office Management***, ***Recruitment***, and ***Accounting***, and ***Event Management*** and ***Business Development*** Cumulated important exposure to various business environments.

Have worked independently through self-motivation requiring minimum supervision. Possess excellent verbal and writing skills through both traditional and new online communication methodologies. Have managerial experience and tremendous abilities as both a Team Leader and Contributing Team Member.

**Core Competencies:**

* Trilingual (English, French, Arabic,), well organized, hard worker, self motivated.
* Proven leadership, communication and human management skills.
* Time-efficient, systematic working methodology.
* Rapid integration and adaptability to new work environment.
* Familiarity with Microsoft Office Environment: Excel, Word, Power Point, Outlook, Microsoft Visio, Multimedia and Internet.
* Familiarity with recruitment databases.

**Work/employment History:**

**December 2012 – April 2014**

**Employer : Event Com – Tunisia**

***Position:* General Manager .**

***Achievements:***

* + researching markets to identify opportunities for events;
	+ liaising with clients to ascertain their precise event requirements;
	+ producing detailed proposals for events (e.g. timelines, venues, suppliers, legal obligations, staffing and budgets);
	+ agreeing to and managing a budget;
	+ securing and booking a suitable venue or location;
	+ ensuring insurance, legal, health and safety obligations are adhered to;
	+ coordinating venue management, caterers, stand designers, contractors and equipment hire;
	+ organising facilities for car parking, traffic control, security, first aid, hospitality and the media;
	+ identifying and securing speakers or special guests;
	+ planning room layouts and the entertainment programme, scheduling workshops and demonstrations;
	+ coordinating staffing requirements and staff briefings;
	+ selling sponsorship/stand/exhibition space to potential exhibitors/partners;
	+ preparing delegate packs and papers;
	+ liaising with marketing and PR colleagues to promote the event;
	+ liaising with clients and designers to create a brand for the event and organising the production of tickets, posters, catalogues and sales brochures;
	+ coordinating suppliers, handling client queries and troubleshooting on the day of the event to ensure that all runs smoothly;
	+ overseeing the dismantling and removal of the event and clearing the venue efficiently;
	+ Post-event evaluation (including data entry and analysis and producing reports for event stakeholders).

**November 2009 – September 2012**

***Employer:* Hill International Inc. – Doha, QATAR.**

***Position:* Administration and Recruitment Officer**.

***Achievements:***

* + Input and processing of Vendors Invoices in the system.
	+ Participate in the preparation and verification of the monthly invoices.
	+ Manage the daily expenses and reconciliation of Petty-Cash accounts.
	+ Prepare the short list for positions to be recruited for the projects as per the company’s guidelines and project’s requirements.
	+ Establish first contact and arrange interview with shortlisted candidates.
	+ Schedule and prepare the interviews for the shortlisted candidates.
	+ Participate in the preliminary interview of shortlisted candidates (collection of recruitment info).
	+ Updating and maintaining the Company’s candidate data-base.

**June 2009 – November 2009**

***Employer:* Louis Berger-Hill International Inc. (JV) - Doha, QATAR.**

***Position:* Admin and Accountant Assistant**.

***Achievements:***

* Review monthly revenue invoices for accuracy and completeness, and post to the appropriate client ledgers.
* Reconcile the monthly revenue with the invoice register and resolve any discrepancies.
* Monitor the bank accounts and apply payments received against posted invoices.
* Process payroll, prepare Job Cost versus Payroll Rates reconciliation, and post the monthly timesheets.
* Reconcile the Accrued Payroll account, address and resolve discrepancies.
* Process and post expense reports.
* Prepare monthly bank reconciliations.
* Maintain the fixed assets register and prepare monthly depreciation journal entries.
* Calculate agency fees and prepare the related journal entries.
* Review and reconcile major profit and loss accounts.
* Reconcile balance sheet accounts.
* Calculate monthly provision for income taxes.

**October 2004 – October 2008**

***Employer:* Punjlloyd Limited Africa – Sfax, TUNISIA**

***Position :* Office Manager**.

***Achievements***:

* Office Manager reporting to the Regional Director of Punjlloyd Limited Africa.
* In charge of Office Administration, HR and Documentation Management.
* Coordinate and Supervise administration Staff (HR, secretariat, Document and Records Control and Archiving, …).
* Manage the daily expenses and reconciliation of Petty-Cash Accounts.
* Participate in the preparation and verification of the Monthly invoices.
* Verification and processing of timesheets.
* Posting of timesheets and processing of payrolls.

**May 2003 – September 2004**

***Employer:* Waghram Law Firm – Tunis, TUNISIA**

***Position:* Office Manager.**

***Achievements*:**

* In charge of Office Administration, HR and Documentation Management.
* Coordinate and Supervise administration Staff (HR, secretariat, Document and records management, filling and archiving, …).

**January 2001 – April 2003**

***Employer:* Conservatoire of Arts of Tunis – Tunis, TUNISIA.**

***Position:* Instructor on Arts History, Music Applications and Systems.**

**Education:**

**Academic Education:**

**1997: Baccalaureate in Literature, (Tunis, TUNISIA).**

**1998 - 2001: Studies in Art and Music Literature.**

Conservatoire of Arts of Tunis**, (Tunis, TUNISIA).**

**2012-2013: Pursuing Human Resources Certificate with College of North, Doha – CAN-Q. QATAR.**

**Professional Certificates and Trainings:**

**2009: English as a Foreign Language Courses in the British Council in Sfax, (Sfax, TUNISIA).**