

## Principales compétences

Comptabilité

Finance

Service client

## Languages

English (Professional Working)

French (Native or Bilingual)

Arabic (Native or Bilingual)

Purchasing Agent at ArcelorMittal

## Expérience

ArcelorMittal

3 ans 9 mois

Purchasing Agent

décembre 2020 - Present (3 ans 9 mois)

Dąbrowa Górnicza, Śląskie, Poland

Purchasing Agent

décembre 2020 - Present (3 ans 9 mois)

Monitoring open/new purchase requisitions

Supporting buyers in their day-to-day requests

Preparing and launching RFQ for spot purchases

Preparing and launching reverse auction for spot purchases

Monitoring suppliers' responses

Preparing comparative statement

Converting purchase requisition to purchase order

Creating / maintaining SAP contracts and price lists when required

Executing functional tests when required (for example, interfaces, supplier portal, etc.

Giving support to the resolution of claims/disputes and operational issues (i.e. incorrect invoices, delivery delays, urgencies etc.)

BNA Bank

Client Onboarding Analyst

juin 2019 - mars 2020 (10 mois)

Tunisia

Acted as the main point of contact for new and existing customers.

Conducted comprehensive due diligence and KYC procedures.

Collected and verified client information and documentation.

Reviewed and assessed client profiles to identify potential risks.

Addressed customer inquiries promptly and resolved issues

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## Formation

Higher Institute of Management ISG Sousse

Bachelor's Degree , International Finance · (juin 2015 - septembre 2018)

School Fatouma Bourguiba Monastir

Baccalaureate · (2011 - 2015)