**Aziza ACHOUR**

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**Project Officer/ Executive Assistant**

**Bilingual: English/ French**

* A motivated and enthusiastic project officer with over seven years of project management and administrative experience.
* Well organized and proactive in providing timely, efficient, and accurate support to managers and directors as well as work colleagues.
* Approachable and able to establish good working relationships with a range of different people.
* Known for being a mature individual with a great work ethic.
* Project management
* Great communication skills
* Solid knowledge of Microsoft Office Suite
* Office management
* Punctual and reliable
* Data Entry
* Attention to details
* Project tracking
* Effective organizational skills
* Procurement and logistic support

**PROFESSIONAL EXPERIENCES**

**Executive Assistant February 2022 – March 2023**

EN GCB- Direction of Engineering and Procurement DEP - Algeria

* Technical evaluation of offers in the oil & gas sector
* Examination of book of specifications and establishment of technical offers
* Ensured coordination as well as monitoring the progress with the intra-departments and report to the management team leader.

**Project officer January 2019 - August 2021**

Colas Rail - Algiers, Algeria - Subway Project metro El Djazair:

* Tracked the project performance indicators (Budgets, supply chain, schedules, databases, studies and the as built plans) and reported regularly to the manager in order to anticipate any upcoming issues that could significantly impact costs or schedules.
* Reviewed, edited and prepared templates, letters, reports, PowerPoint presentations, Word documents, Excel spreadsheets and any other correspondence related to project documents.
* Managed the Data entry of the project.
* Office management (Filling / scanning / printing / photocopying)

**Project Assistant April 2016 - December 2018**

Colas Rail - Algiers, Algeria - Subway Project metro El Djazair:

* Assisted the Project Manager in establishing project objectives, procedures, planning and budget management;
* Handled scheduling of appointments and ensured that the appropriate information is provided and collaborated with team members to plan upcoming projects details,
* Coordinated meetings, events and schedules and prepared minutes of meetings,
* Office management
* Data entry
* Provided support to Administrative/Technical Team.

**Education**

**Master’s degree in petrochemistry 2015**

M'Hamed Bougara University, Algeria

**Bachelor's degree in chemical process engineering 2013**

M'Hamed Bougara University, Algeria