

# DAHASSE YACINE

---

1150, Fisheer Avenue , K1Z 8M6, Ottawa • Cell : 613 - 402 - 6384 • yacine.dahasse@gmail.com

**Linkedin** : <https://www.linkedin.com/in/yacine-dahasse-857185279>

## Profil

With 12 years of experience as an administrative executive, I would like to give a new direction to my career. Organized and involved, I accomplish my missions by relying on my sense of analysis and my ability to work transversely. I am committed to creating an inclusive and stimulating work environment, where employees can flourish and reach their full potential.

## Experience

**Head of administration and average department**, 02/2022 - 09/2024

**Office of youth establishments** - Bejaia, Bejaia - Emploi permanent

- Develop human resources management.
- Identify opportunities for continuous improvement in the general functioning of the administrative service.
- Lead and guide teams and coordinate their activities, supervise the progress of their projects, design schedules.
- Coordinate with other departments to facilitate cross-functional projects and strengthen synergy between services.
- Elaborate monthly reports on key performance indicators to monitor the evolution of the service.
- Participate in management meetings to present results, propose areas for improvement and share good practices.
- Manage a team of 22 employees between H.R, Logistics, accounting, in the office and 264 in the 67 annexes, in 52 municipalities, to ensure the quality of service to achieve objectives.
- Implement and monitor the execution of the office's budget worth 23 billion dinars.

**Principal Administrator**, 11/2023 - 09/2024

**Office of youth establishments** - Bejaia, Bejaia - Emploi permanent

- Ensure the management and monitoring of the various operations linked to the organization of the administration service.
- Define the administration's policy in application of regulatory texts and ensure compliance with the internal regulations in collaboration with the board of directors.
- Study and evaluate results based on statistical analyzes.
- Collaborate with the various external and internal control bodies, such as the civil service, the budget controller, the public treasury.
- Monitor the application of the new compensation regime: 2022-2023-2024.
- apply the new regulations of the organic finance law over a 5-year budget framework.

**Administrator**, 04/2015 - 10/2023

## **Office of youth establishments - Bejaia, Bejaia - Emploi permanent**

- Implementation, execution and monitoring of a mass promotion program for 48 employees.
- Manage the professional career of employees: recruitment, advancement in step/compensation for professional experience, upgrading of experience acquired before recruitment, promotion, retirement.
- I proceeded to regularize a problem which dates back 10 years from the professional experience of 152 professional workers, in its human resources, accounting, and budget aspects.
- I followed the operation of the integration process of 54 pre-employment.
- I create dynamic Excel tables of graphs and data analysis.
- Establish the human resources management plan.
- Carry out the non-centralized training plan.
- Processing of the annual nominative list.

**Administrator** , 10/2012 - 03/2015

## **Office of Youth establishments - Bejaia, Bejaia - Emploi permanent**

- Collect and process logistics data using Microsoft Excel.
- Create purchase quotes.
- Prepare financial documents: invoice, purchase order, delivery note, discharge, staffing statement.
- Manage acquisition inventory.
- Prepare the material intended for disposal.
- Create and present a statement of statistics of operations linked to the acquisition of equipment and distribution and financial value.

## **Training**

**Bachelor (Licence: Baccalauréat + 4ans)** : Political science option political and administrative organization, 09/2005 - 06/2009

**University: Mentouri Mohamed Cherif - Constantine - Constantine**

## **Languages**

<b>French</b>	<b>English</b>
Fluent	Intermediate
<b>Berber</b>	<b>Arabic</b>
Mother tongue	Mother tongue

## **Volunteer: 2 years as a member of an educational association for the promotion of youth activities**

Assistance in carrying out various activities to promote the role of orientation towards positive actions of youth.