



**AMANI
DHAOUI**

@ amanidhaoui@gmail.com

(+216) 52 098 159

177 Linda Lane Brooklyn, NY 11209 USA

www.linkedin.com/in/amani-dhaoui-212b51180

PERSONAL DETAILS

Date of Birth : 13/06/1996

Nationality : Tunisian

SKILLS

- Problem solving and decision making
- Presentation and communication skills
- Employee relationship and performance management
- Leadership

INTERESTS

- Horse riding
- Farming
- Travelling
- Cooking

REFERENCE

Yosri Ben Hamadi - ""
Head Of Public Law Department
Yosribenhamadi@gmail.com

Sondes Chihi - ""
Operational Manager
29298138

LANGUAGES

- English ●●●●●
- Arabic ●●●●●
- French ●●●●●
- German ●●●●
- Turkish ●●
- Dutch ●

EDUCATION

- 2021 **Faculty of law and political science Tunisia**
Master in international and human rights
- 2018 **Faculty of law and political science Tunisia**
Licence in Public Law
- 2015 **Ibn Haithem High School Tunisia**
Bachelor in Arts
- 2014 **Berkshire Training Services London UK**
Training the trainers : teaching communication and presentation skills
- 2013 **Chamber of commerce and industry**
Certificate in English language
- 2012 **Bourguiba School Tunisia**
Certificate in French language

INTERNSHIP

- 07/2019: legal counsel TAKAFUL /Tunisia
- 07/2018 : legal assistant BNA/Tunisia
- 12 /2020: Digital marketing AMAZON /USA

VOLUNTEER EXPERIENCE

- English and French teacher in T.W.A
- Active member in United Nations and UNESCO

TRAVEL EXPERIENCE

- Turkey/ London / USA/ Algeria /Belgium/ Netherlands/Germany/ Switzerland/France

EXPERIENCE

- **Cambridge International School / Tunisia** 01/2021 -

 - HR Administrator

Provide constructive and timely performance evaluations.
 Handle discipline and termination of employees in accordance with company policy.
 Manage the talent acquisition process, which may include recruitment, interviewing, and hiring of qualified job applicants, particularly for managerial, exempt, and professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
 Analyze trends in compensation and benefits; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
 Oversee employee disciplinary meetings, terminations, and investigations.
 Maintain compliance with local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- **GAO Tek / United States** 9/2020 - 12/2020

 - HR Assistant

Replying applicant's emails, screening replies, and scheduling interviews by senior HR staff
 Post job ads on general career websites, university and college career websites, and internship websites
 Develop relationships with universities and colleges who have intern programs
 Perform social marketing to promote the conferences and events and our products
 Agenda preparation, care of speakers, attendees and sponsors, events coordination
- **CED Insurance / Netherlands** 3/2020 - 8/2020

 - Team leader

Receive claims and experts reports
 Negotiate contracts
 Train new team members
 Manage meetings
- **Henner GMC insurance / France** 08/2019 - 02/2020

 - Healthcare agent

Medical claims handling
 Emailing and phoning
 Track and follow up file
 Prepare prior agreements, guarantee of payment and all needed document requested by the clients and the hospitals
- **Ferme Dhaoui / Tunisia** 05/2015 - 06/2018

 - Farm manager

Organizing work shifts
 Preparing work contracts , salaries and insurance contract
 Upcheck the stock , orders , sales and materials
 Recruitment
 Maintaining a good production a long the whole year
 Supervising all activities and writing reports
- **Free zoom contact / Switzerland** 05/2016 - 09/2016

 - Costumer Services Agent

Marketing and sales
 Presenting products (basically cars)
 Explaining procedures of payment answering questions and requests
 Taking RDV with clients for visits