

KHELLOU Abdelmoumen

ASSISTANT MANAGER

+213-697-790-079
khelloumoumen@gmail.com
Touggourt, Algeria
Married with two Children

SUMMARY

Professional and expert in the Science of Management and Management of Companies, especially Assistant Manager, for 09+ years with the National Housing Fund and the Office National of Promotion and Real Estate Management. Possess exceptional Time Management, Employee Relations, Communication and Motivation Skills. Regular search for ways to increase the profitability and productivity of employees by motivating and involving them in the Strategies and Goals set by Senior Management and working in a collective system as a unified team to achieve the Desired Goals.

SKILL HIGHLIGHTS

- Project management
- Strong decision maker
- Complex problem solver
- Mastrey of computer Tools
- Communication
- Ability to Work Under Pressure
- Fast Learner
- Driving License B

LANGUAGES

ARABIC 

ENGLISH 

FRENCH 

PROFESSIONAL EXPERIENCE

Feb. 2018 – to present
Touggourt, Algeria

ASSISTANT MANAGER

National Housing Fund, Touggourt

Main Missions:

- Assist and support the Manager in the implementation of programs subsidy and funding and day-to-day management of the company ;
- Animate, coordinate and control, by delegation of the Manager, the activity of the company and dependent personnel;
- Trained personnel in equipment maintenance and enforced participation in exercises focused on developing key skills;
- Check the documents and documents drawn up by the staff of the company and sign the correspondence and décisions as well as any other document entrusted to it by its hierarchy;
- Impulse, lead and supervise the activity of the company's staff;
- Replace the Manager in case of absence;

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Jan. 2014 – Feb. 2018

Illizi, Algeria

CHARGE OF STUDIES

Office National Of Promotion and Real Estate Management

Main Missions :

- Follow-up the state's programs with regard to the construction sector and ensure its proper progress;
- Follow-up of construction companies' invoices and ensure their validity;
- Payment of construction institutions after making sure of their safety;

EDUCATION

2020 – 2022

Illizi, Algeria

Masters of Science: **Business Management**

University of Illizi, Algeria

2008 – 2013

Ouargla, Algeria

Bachelor of Sciences: **Finance**

University of Ouargla, Algeria

HOBBIES

- Voyages ;
- Sports : Natation, football,
- Volunteering in an association;
- Painting work.

CERTIFICATIONS

- Training Of Trainers (TOT) : Constantine, Algeria;
- Conflict Management: Algiers, Algeria ;
- Management of Apprentics : Algeirs, Algeria;
- Health Safety Environment : Algeirs, Algeria.