

# Siham Bahedi

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## Personal Profile:

I graduated from ESC ALGIERS (High Business School Algiers). I have spent several years working in the energy sector for a state-owned company; and in the insurance sector for a privately-owned company. I have developed essential skills in management, marketing, finance and insurance. I am diligent, and enthusiastic to learn and forge more skills in these fields or similar to gain more experience and build a solid career.

## Key Skills:

Computer: Microsoft Office, social media online skills ( search, application, email.....)

Hand insurance (multitasks).

Commercial and sale techniques, Data entry and analysis, website content

Management.

Digital marketing

**Arabic** : Very good

**French**: Very good

**English**: Good

## Career History:

**April 2021 to date**: Cover teacher, supervisor, teacher assistant, invigilator, ( Choice Teachers, REED Education), **Summer 2022**: volunteering with techmate wigan council (learner support one to one: office, internet search, email, social media, online skills.)

**March 2019 to March 2020**: volunteering at Golborne Library.

**March 2019 to March 2020**: volunteering at Archives and Local History Leigh.

**2006-2012: finance studies officer** in “SDA” subsidiary of “**GROUP SONELGAZ**” in Algeria (Finances and Accounting Direction), **finances division Chief** (interim).

- **Insurance Management**: Insurance company assets, assets management, accidents management, consolidation of files in course, census assets.
- **Credit Documentary Management**: letter of credit , managing LC, managing the contract (financial part, modality of payment, formalities, execution), INCOTERMS, good insurance, treating with partners such as bank , insurance, suppliers , intern structures: financial guaranties  
...
- **Tax and imposition Management**: Law, data and rate to calculate taxes, consolidation.

**2002-2006: Subscriber, multitasks agent** in “**GAM ASSURANCE**” , manager by interim.

- General Insurance in all branches (automobile, houses, business, industrial, sport,... person, management.

## **Education and Training:**

**Cyber Security:** with NETCOM Training

**GCSE:** English and Math

**Digital Marketing:** with Bootcamp

**2004:** Professional training in insurance within “**GAM ASSURANCE**” delivered by senior managers.

**1994-1998:** University degree in finance and commercial science option **marketing** obtained in 1998 from High Business School (Ecole Supérieure de Commerce “**ESC**”).

## **Additional Information:**

Swimming, reading, tech, general culture.

**References:** - available on request.