

**SOUKAINA BEJTIT**  
the crescent,solihull birmingham  
Telephone: 07442159063  
Email: soukaina.bejtit9@gmail.com

## PROFESSIONAL SUMMARY

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I am a highly motivated individual with a passion for taking on new challenges across various domains. Experienced primary school teacher with a focus on achieving excellence and excelling in the teaching field. Committed to providing quality education and fostering a positive learning environment. Additionally, skilled warehouse worker adept at optimizing production lines through efficient packing and picking. Demonstrated ability to meet delivery targets, maintain quality processes, and ensure safe working practices. A quick learner with an open mindset, constantly seeking opportunities for growth and development

## WORK HISTORY

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### Production operative (John cotton) Huddersfield, UK      09/2022 to 02/2023

#### Key responsibilities

- Picked and packed orders daily with 100% accuracy.
- Assisting the machines packing the products
- Packing finished products into the bags
- Ensure that packed orders are always well presented, so that the customer receives their product in pristine condition.
- Being responsible for the cleaning, maintenance and upkeep of workshop and warehouse
- Palletising the products and wrapping them using the shrink wrap machine
- Checking product for quality

#### Key achievements

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|------------------------|---------------------|----------------------------------|--------------------|
| ● Attention to details | ● Health and safety | ● Ability to work under pressure | ● Good team player |
|------------------------|---------------------|----------------------------------|--------------------|

### Les Nation Elementary School (Math's teacher) Temara, MOROCCO      12/2018 to 07/2022

#### Key responsibilities

- (Taught students subject-specific material, learning strategies and social skills.
- Collaborated with administrators on classroom policies, management strategies, and discipline
- Organized meetings with parents and fellow educators to discuss current classroom issues.
- Encouraged class discussion and maintained positive learning environment.
- Designed and implemented daily lesson plans for classroom of 22 students
- Fostered student curiosity and interest in learning through hands-on activities and field trips
- Met with parents, guardians, administrators, and counselors to address and resolve students' behavioral issues

## Key achievement

- lesson planning
- active listening
- accuracy and attention to detail
- classroom management
- positive attitude
- technology integration

## BRANET COMPAGNY from 16-04-2015 to 07-09-2018 (customer assistant)

### Key responsibilities

- Ensured entered data accuracy by comparing with basis documents and identified errors.
- Collected, assorted and verified accuracy of data provided.
- Coordinate communications, track and follow up on requests, and identify those of importance which require immediate attention
- Perform a variety of accounting activities, such as preparing check requests, expense reports, purchase orders, and invoices each week
- Ensure and maintain confidentiality of all communications and documentation
- Answered and screened telephone calls (15+ daily) in a courteous manner, while taking messages with a high degree of accuracy

## Key achievement

- Analytical, problem solving, communicational, organizational, team working skills as well as working under pressure.
- Microsoft Excel, power point, and Microsoft Word
- Scheduling & Calendars
- Time Management

## EDUCATION

- |                                                                                        |                                                |           |
|----------------------------------------------------------------------------------------|------------------------------------------------|-----------|
| • <b>Diploma of Specialized Technician in Structural work</b>                          | Ista Temara MOROCCO                            | 2013-2014 |
| • <b>High school degree experimental science option life and earth sciences (GCSE)</b> | Imam Elboukhari high School<br>Temara, MOROCCO | 2011-2015 |

## LANGUAGES:

English.

French

Arabic.