

Selma SAIDI
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Profile

Passionate about foreign languages and international philanthropist.

In addition to my **SAP** skills and international development degree, I have a particular interest in **project management, marketing, intercultural management** and **international business development**.

I am looking for an opportunity to use my skills to contribute to the growth of an organization and develop my **IT skills**.

Professional experience

Sept 2024 – Jan 2025 Phylum – Toulouse (France)

Bilingual administrative assistant

- Communication Management and Coordination
- Translation and Bilingual Writing
- Organization and Administrative Management

Jan 2024 – June 2024 DK Consulting – Mulhouse (France)

SAP WM Consultant

- Concept proposal with layout
- Blueprint writing
- Warehouse structure Customizing
- Implementation of PP Interface
- Implementation of QM Interface
- Implementation of Shipping Interface
- Implementation of PP-Kanban
- LSMW load master data
- IT test process

Feb 2023 – Aug 2023 INTI TRAINING (Groupe ADAMING) – Toulouse (France)

SAP Consultant

- SAP SD, MM, FI-CO: In-depth training and mastery of business processes.
- SAP WM, PP, QM: Overall understanding and functional analysis.

May 2022 – Sept 2022 South Coast Science – Brighton (UK)

Marketing and Business Administration Officer

- Development of market research. Knowing where the current company stands in relation to its competitors

- Producing creative content, for the website, videos, blog posts and support for social media channels
- Managing the technical aspects of key marketing systems
- Writing marketing copy, for online and print campaigns

Sept 2021 – Feb 2022 Vivinnov – Toulouse (France)

Consultant in Business Development Strategy

- Mapping clusters/incubators
- Prospecting foreign markets (benchmark)
- Cooperation strategy / Consolidating partnerships

April 2021 – June 2021 DK CONSULTING – Mulhouse (France)

SAP Migration Project Assistant

- Participation in the blueprint and workshop report
- Assistance in foreign language meetings and Go-Live
- Assistance with user training and implementation

April 2019 – June 2020 SJI Association – Toulouse (France)

International Project Coordinator (Bachelor's degree internship)

- Project management to South Africa; Indonesia
- Management of multicultural teams & Fundraising

Education

Feb 2023 – April 2023

INTI Training ADAMING - Toulouse
SAP Consultant Training

2020 – 2022

University Jean Jaurès - Toulouse
Master's degree Applied Foreign Languages, International Economic Development in English and Chinese

2016 – 2019

University Jean Jaurès - Toulouse
Bachelor's degree in Applied Foreign Languages, International Trade in English and Chinese

Languages

French: Mother tongue

English: Fluent (C1)

Chinese: Advanced (B2)

IT skills

- **ERP:** Cegid, SAP ECC 6 (*Modules: WM (Proficient), SD (Intermediate), MM (Intermediate)*)
- **Technical Support and User Assistance:** TeamViewer
- **Office Tools:** MS Office, Google Workspace
- **Project Management:** Trello, ProjectLibre.