



Hajar MHIMED

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🌐 [Hajar MHIMED](#)

*{Trilingual (Arabic, French et English),
Immediat availability,
Geographically mobile.}*

WORK EXPERIENCE

Mars 2021-May 2023. Freelance Part-time Business Developer (BVTC Conseil); working on a personal professional project « the assistance in the launch of a luxury event start-up « Evasion gourmand » by preparing the overall business plan, community management, prospecting, managing clients' quotations and invoices.

February- July 2020: Import-Export Planner within Yazaki Corporation; Kenitra, Morocco.

Preparing the weekly schedule of national imports and exports; monitoring all shipments during delivery from suppliers to the factory; monitoring customs clearance and transit of goods to the factory; confirming freight/carrier invoices; preparing monthly reports; analyzing costs for optimization and ensuring compliance with quality requirements and standards.

March - June 2017: Supply Chain Assistant within Showroom-privée, La Plaine Saint-Denis; Ile de France.

Verifying the application of contract negotiated by purchasers; managing orders, ensuring the follow-up of deliveries in different warehouses; managing cancellations, returns and unanticipated orders by directing flows to be in accordance with contractual terms; managing suppliers' disputes, controlling accounting documents and transmitting them to Accounting; feeding back to suppliers on possible missing or surplus.

August -December 2016: Export sales Assistant within Carrier Transicold; Rueil- Malmaison- Ile de France.

Managing and transmitting information to customers concerning availability, prices, product information and transmission of back-orders; entering orders; managing shipments; sending out documentation; managing customer relations; being the interface with the production site; handling customer complaints and disputes; carrying out customer invoicing.

July 2015- June 2016: Export Sales Assistant within Fromi; Marché International de Rungis-Ile de France.

Following up on a portfolio of clients and price lists; Filling-in customer data sheets, updating online customer portals; Preparing and distributing various customer correspondence; elaborating and sending commercial offers, catalogs, etc.); issuing the required Export documents for orders and verifying of certain shipping documents (for trucks and ships).

Education

2014-2015: Professional Master, Major: Management and International Business - University Paris Descartes - 92240 Malakoff; Île de France

2013-2014: Master in Langues and International Economic affairs

Major: International Project Management- University Sorbonne Nouvelle -75005 PARIS

2009-2012: Professional Bachelor « Applied Foreign Languages »

Major: International Trade- Ibn Tofail University- Kenitra, Morocco

2006-2007: High School Diploma; Major: Economics- Lycée Al-Horreya Zamalek Cairo, Egypt.

Key Skills

- ❖ Export Sales Administration;
- ❖ Inbound and outbound Logistics planification;
- ❖ Knowledge of international trade regulations;
- ❖ Lead generation and cold calling;
- ❖ Stellar communication and presentation skills;
- ❖ Strong organizational skills and strategic vision;
- ❖ Excellent analytical and problem- solving skills;
- ❖ Strong work ethic and teamwork skills;
- ❖ Full command of Microsoft Office Suite (Word, Excel, Powerpoint, Outlook), Google Suite;
- ❖ Good command of ERP: ABAS, BAAN; SAP "Invoicing»; CRM: HubSpot, Salesforce;
- ❖ Translation and proof-reading of Legal and commercial texts;
- ❖ Versality, responsiveness and continuous Learning.

LANGUAGES

- ❖ Native Arabic;
- ❖ French and English bilingual proficiency;
- ❖ Limited working Spanish.

Interests

- ❖ Swimming (over 10 years at the Zamalek Club during my school years in Egypt)
- ❖ Yoga and meditation;
- ❖ Passion for gastronomy: Participation in cooking classes and chef's assistant (during my studies in France); editing of gastronomic content (for the start-up Evasion Gourmande);
- ❖ Interest in learning new things (MOOCs and Podcasts)