



DRIS BENKHELIFA

Accountant and storekeeper

Date of Birth: 08 MAR 1978

Nationality : Algerian

Marital Status: married

CONTACT INFORMATION

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SKILLS

- Leadership
- Time management
- Ability to drive a forklift
- Knowledge of safety standards for the use of forklifts with an operator on board.
- Knowledge of warehouse management systems.
- Availability to work shifts and flexibility on hours.
- Reliability and seriousness. Orientation towards personal relationships.
- Rigor and responsiveness.
- Sense of responsibility.
- Software Knowledge and Tools : Office Word , Excel , Outlook

LANGUAGES

Arabic: Mother tongue

English: Fluent

French: Fluent

OBJECTIVES

To work in a growth and result- oriented organization and take up challenging career in any field, work to the best of my abilities and prove as an asset to the company. I'm looking forward to a working environment which is mentally stimulating where all the knowledge I have obtained can be utilized for the organization and in turn provide me growth opportunities to learn and adapt new technology and tactics

WORK EXPERIENCE

Cevital Group, BEJAIA - ALGERIA

Warehouse worker and accounting

2008 - Present

- Receive incoming merchandise, accept it or return it according to company procedures
- Prepare the merchandise to be shipped to carriers or end customers
- Complete and verify the goods transport documents
- Carry out loading / unloading operations for trucks, vans and containers
- Move merchandise through the warehouse using forklifts and pallet jacks
- Collaborate in warehouse storage and inventory operations, as well as inventory verification.

2005 – 2008

- Industrial security

Sep 2022/Déc 2022

- Supervisor FIFA support team world cup in RKH.

EDUCATION & TRAINING

2002 - 2008 Higher Technician's Certificate in Accounting - ALGERIA

National Specialized Institute for Vocational Management Training

- Training Certificate of Inventory management.
- Training Certificate of Gestures and postures.
- Training Certificate of Good Hygiene practices and good manufacturing practices.
- Training Certificate of Food Defense.
- Training Certificate of Excel knowledge Level 1
- Training Certificate of Storage , Warehousing of hazardous products.
- Certificate of Aptitude of Forklift Safety.
- Training Certificate of Manual handling techniques

2002 - 2008

2012 - 2018