

NOUFEL LARAB

Rue des freres Bouzidi, Medea • +213792891720 • noufellarab2@gmail.com

SUMMARY

Licence in Entrepreneurship from the University of Médéa (2025), with a background in business administration and accounting principles. Skilled in Microsoft Word and Excel, with proven analytical and communication abilities. Committed to accuracy, efficiency, and ongoing professional growth. Seeking to contribute in roles such as Administrative Manager or Accountant.

WORK EXPERIENCE

Internship at the Directorate of Taxes

Apr 2025

- Gained practical knowledge of the Algerian tax system, with a focus on IFU "Impôt Forfaitaire Unique".
- Gained a practical understanding of basic tax procedures and administrative tasks.

Course on Human Resources Management

Dec 2024

- Acquired knowledge in key HR functions such as recruitment, employee training, performance evaluation, and motivation.
- Gained insight into building a healthy work environment and practiced organizing employee files and tracking performance metrics.

Content Marketing Course

Mar 2024

- Gained practical knowledge in social media marketing, SEO, digital advertising, and campaign performance analysis.
 - Created and analyzed digital campaigns using tools such as Meta Business Suite to track performance and engagement.
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EDUCATION

Licence in Management , Entrepreneurship

Sep 2022 - May 2025

Yahya Fares University of Medea

- Faculty of Economics, Business and Management Sciences
 - Thesis on IFU "Impôt Forfaitaire Unique"
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ADDITIONAL INFORMATION

- **Technical Skills:** Project Management, Microsoft Excel , Microsoft Word , Internet Research
- **Languages:** English, french
- **Certifications:** Professional Engineer (PE) License, Project Management Professional (PMP)
- **Awards/Activities:** Received the "Engineering Excellence" Award for outstanding contributions to project innovation, Borcelle Technologies