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**Curriculum Vitae**

**Personal file**

* **Name**: **Jaleleddine**
* **Surname**: **Kraiem**
* **Date and place of Birth**: **10-01-1972 Kairouan**
* **Nationality: Tunisian**
* **Address**: **B. P. 606 Tunis Carthage Cedex 1080**
* **Telephone: 0021697362425**
* **E-mail : jalel.eddinekraiem@gmail.com**
* **Civil Status**: **Married**
* **Date of driving license:** **Year 2000**

**Education and Diplomes**

* **The Baccalaureate**
* **Technician Certificate in Informatics and Management.**
* **Certificate in the relationship between the citizen and the. administration**.

**Professional experiences**:

* **From a year 1999-2021 to date (22 years’ experience**

**in the administrative field in a government institution « SNIT ».**

* **The career plan: as a head of department**
* **Rank: First Administrative Officer**
* **From 1999 to 2002 in the Department of Informatics**
* **From 2003 to 2006 in the management recovery department**
* **From 2007 to 2010 in the commercial**
* **From 2011 to 2014 in the** Human Resource Management
* **From 2015 to 2021 General Administration « in charge of the Central Control Office »**

**Academic Qualifications**

* **Oracle**
* **Pascal**
* **Access**
* **Adobe Photoshop Flash MX**
* **Word**
* **Excel « Levels 1 & 2 »**
* **Power point**

**Languages**

* **Arabic: Excellent**
* **French: Good**
* **English: Average**

**Memberships**

* **Member of the Qatar Green Building Council**
* **Member of the International Federation for the Arabic Language**
* **Member of the platform /Arab Researcher ID ARID / Malaysia**
* **Member of the Arab Forum for Human Resources Development**
* **President of the charity association in Tunisia “5 years”**
* **Member of the Network Islamweb.net / Qatar**
* **Member of the Mosque Building Authority in Tunisia**