Mohamed Amine BRAHMI

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Professional Experience

Team Member – Customer Service | Tim Hortons (Part-time)
October 2024 – Present

- Took customer orders and served beverages and food items.
- Maintained cleanliness and restocked inventory.

Administrative Officer | Tunisian Government
July 2017 – September 2024

- Oversaw administrative operations, including planning, execution, and monitoring of small
  projects to improve workflow and resource allocation..
- Managed budgeting processes, monitored expenses, and ensured efficient treasury management
  by conducting detailed cost analysis and reporting.
- Conducted audits to oversee material flows, ensuring compliance with policies and identifying
  opportunities for cost optimization.
- Coordinated cross-departmental tasks, tracked project progress, and ensured deadlines were met
  within budget constraints.
- Supervised personnel records, career development, and performance evaluations to maintain an
  efficient workforce.
- Improved operational processes through documentation, reporting, and implementing new
  procedures to enhance efficiency.

Intern | BH Bank, Tunisia
Summer 2013 and Summer 2014

- Participated in daily banking operations, including account management and transaction
processing.
- Assisted in financial analysis and report preparation on product performance.
- Interacted with clients to understand their financial needs and provide tailored solutions.
- Collaborated with the team to improve operational processes and enhance service efficiency

Education
- Master's in Legal Sciences and Management

Military Academy, Fondouk Jedid, Tunisia

(2015–2017)

- Bachelor's in Management (Finance Specialization)

Higher Institute of Management of Tunis, Tunisia (2012–2015)

World Education Services (WES) Equivalency obtained: Canadian Bachelor's Degree

Skills
MS Excel / MS PowerPoint / MS Word / MS Project / Jira / Python / JavaScript / HTML / CSS

Languages
- French: Advanced (reading, writing, speaking)
- English: Advanced (reading, writing, speaking)

Trainings and certifications
- certified software tester - foundation level (ISTQB).
- Human resources performance indicators, Cifore training center.
- Professional certificate in project management by Google (Coursera).
- Budgeting and project planning (Coursera).
- Fundamentals of project planning and management (Coursera).
- Launching and planning projects (Coursera).
- Data science unit 1 and 2 (WorldQuant university)
- Data science with python track (Data Camp)
- Machine learning in python (365 Data Science)
- Machine learning with python (coursera)
- Data analysis with python (coursera)