

Ahmed Abouaali

Administrative Agent

-  contact@abouaaliahmed.com
-  0606610599
-  dr chouatat ouled berhil
-  <portfolio.abouaaliahmed.com>

Rigorous administrative agent, specialized in accounting data entry and processing. Experience in invoice management, deadline tracking, client relations, and the use of office tools.

Additional Training

**Certificate of Training,
KECH FORMATION**
07/2025 - 09/2025 | Kenitra

Academic Education

OFFPT, Specialized Technician Diploma
06/2019 - 07/2021 | Taroudant

L.Q. Moulay Yossef, Baccalaureate
06/2016 | Ouled Berhil

Professional Experience

HB ADRAR SRL, Weighing Agent & Flow Monitoring
10/2024 - Present | Mograne, Kenitra

- Management of sales and purchase data entry, invoicing, deadline tracking, processing of customer and supplier orders
- Data control at the **PONT BASCUL**

**ZIZPHYTO SERVICE SRL,
Administrative Agent & Accounting Support**
12/2022 - Present | kenitra

- Management of sales and purchase data entry, invoicing, deadline tracking, processing of customer and supplier orders
- Service provider with **COSUMAR**

**STATION ZIZ,
Administrative Agent & Accounting Support**
11/2024 - Present | mograne kenitra

- Management of sales and purchase data entry, and invoicing for **STATION ZIZ**

Skills

Microsoft 360	
Data entry	
Analytical mindset	
Attention to detail	
Time management	

Languages

Arabic	
French	
English	