

FAIZ HALIMA

Casablanca, Morocco – 20000
+212 6 01 39 36 56 | faizhalima11@gmail.com

Objective

Motivated, reliable, and versatile professional with a strong sense of responsibility and a commitment to providing high-quality support in professional environments. Organized, adaptable, and attentive to detail, with strong interpersonal skills and the ability to communicate effectively with people from different backgrounds. Comfortable working independently or as part of a team, with a positive attitude and a willingness to learn and take on new responsibilities.

Experience

- Early Childhood Educator** 2025 - 2026
La Petite École — Morocco
 - Welcomed and supervised young children in a safe and caring environment.
 - Planned and conducted educational, creative, and recreational activities.
 - Supported children's cognitive, social, emotional, and motor development.
 - Assisted children with daily routines, including meals, hygiene, and nap time.
 - Encouraged independence, communication, cooperation, and positive social behaviour.
- Teaching Assistant** 2023 - 2024
Alexandre Fleming School, Morocco
 - Assisted teachers with daily classroom activities and student supervision.
 - Supported students during educational and recreational activities.
 - Helped maintain a safe, clean, and organized learning environment.
 - Assisted with classroom preparation and organization of educational materials.
- Teaching Assistant** 2022 - 2023
Romandie School, Morocco
 - Assisted teaching staff with daily classroom activities.
 - Supervised students during activities, breaks, and transitions.
 - Helped prepare educational materials and classroom resources.
 - Supported students with daily routines and basic needs.
- Childcare Assistant** 2021 - 2022
L'Îlot Câlin Nursery, Morocco
 - Assisted with the supervision and care of young children.
 - Supported children during educational, creative, and recreational activities.
 - Helped maintain cleanliness and organization of activity areas.
- Secretary** 2019 - 2020
UPIMA, Morocco
 - Handled telephone calls, correspondence, and administrative communications.
 - Prepared, organized, and filed documents.
 - Assisted with daily administrative tasks and office organization.
 - Welcomed visitors and directed inquiries appropriately.
- Executive Secretary** 2015 - 2016
SOMAC, Morocco
 - Provided administrative and organizational support.
 - Managed correspondence, documents, and office records.
 - Handled telephone communications and welcomed visitors.
 - Assisted with meeting preparation and scheduling.
- Receptionist /Switchboard Operator** 2013 - 2015
BELLASSUR, Morocco

- Answered and transferred incoming telephone calls.
- Welcomed visitors and provided appropriate information.
- Directed calls and inquiries to the relevant departments.
- Managed routine communications and messages.

- **Executive Assistant**

2008 - 2012

VELARIAUM Advertising Agency, Morocco

- Provided administrative support to management and staff.
- Organized correspondence, documents, and office files.
- Assisted with scheduling and coordination of appointments.
- Handled telephone communications and welcomed visitors.

- **Call Center Operator**

2007 - 2008

MAROCUS Call Center, Morocco

- Handled incoming and outgoing customer calls.
- Provided information and assistance to callers.
- Recorded customer requests and relevant information.

Skills

- Office Organization
- Communication Skills
- Customer Service
- Telephone Reception
- Document Management
- Teamwork
- Time Management
- Organization and Attention to Detail
- Child Supervision and Support
- Professional Communication

Education

- **Local Association Network – Al Fida Training Center**

2025

Care Assistant Certificate

- **Mohammed V Foundation for Solidarity – Network of Nadi Al Osra Associations**

2014

Childcare Educator Diploma

- **Specialized Institute of Applied Technology – Hay Hassani, Casablanca**

2006

Specialized Technician Diploma in Executive Secretarial Studies

- **Al Waha High School**

2004

Highschool Degree Modern Literature

Languages

- Arabic: Native
- French: Intermediate
- English: Basic

Voluntary Work

- Contributed to community-oriented activities by supporting people, assisting with organizational tasks, and participating in activities designed to promote cooperation, inclusion, and community well-being. Demonstrated a strong sense of responsibility, empathy, and willingness to help others.