

# TAREK DHIB

Master's Student in Entrepreneurship and Project Management

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I am currently pursuing a Master's degree in Entrepreneurship and Project Management, I'm looking for a full-time position where I can put my skills in business development, market analysis and project management to good use. I'm looking to join a dynamic company where I can apply my strategic vision to drive growth and operational excellence.

## PROFESSIONAL EXPERIENCE

**WeLearn | Dubai, United Arab Emirates**

**January 2025 - March 2025**

**Business Developer (Internship)**

- Conducted market research to identify new business niches, opportunities, and influencers across various industries and geographies, building a robust pipeline.
- Conducted research to identify new business niches, opportunities, and innovative ideas, presenting findings to leadership.
- Maintained meticulous records of lead interactions, optimized database systems, and streamlined the sales funnel.
- Maintained detailed lead interaction records, optimized database systems, and suggested process improvements.

**Regional Delegation of Education | Tataouine, Tunisia**

**June 2024 - July 2024**

**Assistant in charge of monitoring and quality evaluation**

- Contributed to data analysis to assess educational performance in the Tataouine region, contributing to the development of a project that will improve student outcomes by addressing key quality gaps.
- Worked with teams to design and implement strategic initiatives to improve teaching standards and resource utilization.
- Developed and monitored progress reports for regional educational programs, using data insights to propose concrete solutions and ensure alignment with project goals and timelines.

**Wifak Bank | Tataouine, Tunisia**

**July 2022 - August 2022**

**Assistant Customer Service Representative**

- Provide excellent customer service to bank customers in a friendly and courteous manner, answering questions about products and services and resolving issues quickly.
- Demonstrated industry knowledge and interpersonal skills in assisting customers with transactions, depositing and withdrawing funds, processing loans and selecting banking options appropriate to their needs

## EDUCATION

**EPI Business School | Sousse, Tunisia**

Masters in Entrepreneurship and Project Management

**September 2023 - July 2025**

**Faculty of Economics and Management | Sousse, Tunisia**

Bachelor in Business Management

**September 2019 - May 2023**

## CERTIFICATIONS AND INTERESTS

**Interest:** Reading, TED Talks

**Languages:** Arabic, English, French

**Certifications:** TOEIC English Certificate 905/990 (B2 Advanced), Microsoft Office Specialist (Excel Associate), Entrepreneurship and Small Business (ESB) Certificate, Asana Workflow Specialist Certificate.

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## SKILLS

**Technical Skills:** Data Entry, Meeting Planning, Event Planning, Executive Calendar Management

**Domain Knowledge:** Office Administration, Personal Assistance, Market Research

**Tools and Software:** Microsoft Excel, Microsoft Powerpoint, Wordpress, Trello, SPSS (Beginner)