



DJAIRINE NADJIB BILLAL

I INTRODUCE MYSELF

versatile professional, expert in the management of archiving applications, real estate assets and order offices, with solid experience in human resources administration. Competent in the optimization of management systems, regulatory compliance and digitalization of processes, I ensure operational efficiency, data traceability and team coordination

PROFESSIONAL EXPERIENCE

2025 - IN PROGRESS Alger, Algérie

Responsible for the archiving application Ministry of Youth and Sports

- Ensure the proper functioning of the archiving application.
- Configure user access and manage user rights.
- Ensure the maintenance and updates of the archiving software.
- Ensure the integrity and security of archived data.

2024 – 2025 Alger, Algérie

Archivist, Middle School

- Identify, retrieve, and classify documents to be archived.
- Assess the administrative, legal, and historical value of documents.
- Ensure the proper preservation of paper and digital documents.
- Implement protective measures against damage (humidity, light, insects, obsolescence, digital).

2014 – 2019 Alger, Algérie

Personnel Manager Privat

- Manage employment contracts (hiring, renewal, termination).
- Monitor personnel files (absences, leave, illness, promotions).
- Ensure compliance with labor law and collective bargaining agreements.
- Manage payroll in collaboration with the accounting department or a service provider

.2010 – 2014 Alger, Algérie

Responsible for private order offices

- Receive, record, and distribute incoming and outgoing mail.
- Track internal and external documents.
- Classify, archive, and ensure the traceability of official correspondence.
- Implement an efficient document management system.
- Ensure compliance with mail transmission and processing deadlines.
- Collaborate with various departments to improve the flow of information.

Date de naissance: 26/02/1978

Nationalité: Algérienne


Sexe: Masculin

CONTACT

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2006 – 2010 Algiers, Algeria

Manager of the private real estate wealth application

- Ensure the proper functioning of the property management application.
- Update databases and ensure the integrity of information.
- Manage user access and rights.
- Provide technical support and assistance to users.
- Ensure the recording and updating of property-related information (properties, leases, contracts, surface areas, equipment, etc.).

EDUCATION AND TRAINING

2024 – 2025 Algiers, Algeria

Digitization and electronic management of documents Cnfepd

2017 – 2018 Algiers, Algeria

Private computer training

2018 – 2020 El Harrach, Algeria

Data entry agent training Cfpa

LANGUAGE SKILLS

NATIVE LANGUAGE(S): Arabic

Other language(s):

French

Listening comprehension B2

Continuous oral expression B2

Reading comprehension B2

Oral interaction B2

Writing B2

English

Listening Comprehension B2

Continuous Oral Expression B2

Reading Comprehension B2

Oral Interaction B2

Writing B2

Levels: A1 and A2: basic user, B1 and B2: independent user, C1 and C2: experienced user

DIGITAL SKILLS

Microsoft Office Microsoft PowerPoint Microsoft Word

DRIVING LICENSE

Driving license B