

## PERSONAL INFORMATION

## Kamel ELJED



 Institut Supérieur des Langues de Tunis, rue Ibn Meja cité Elkhadhra 1003, Tunis, Tunisie

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 kamel.eljed@islt.ucar.tn

Sex Male | Date of birth 06/03/1977 | Nationality Tunisian

## WORK EXPERIENCE

From August 29<sup>th</sup>, 2022 to now

**Chief Administrator charged with the functions of secretary general**

Higher Institute of Languages of Tunis (ISLT), rue Ibn Meja cite Elkhadhra 1003, Tunis Tunisie  
([www.islt.mu.tn](http://www.islt.mu.tn))

- Managing schooling, administrative and financial affairs

Higher Education

From September 14<sup>th</sup>, 2015  
to August 28<sup>th</sup> 2022

**Chief Administrator charged with the functions of secretary general**

the Institute of Higher commercial studies (IHEC), avenue Habib Bourguiba  
Carthage 2016, Tunis Tunisia  
([www.ihec.mu.tn](http://www.ihec.mu.tn))

- Managing schooling, administrative and financial affairs

Higher Education

From September 16<sup>th</sup>, 2011 to  
September 13<sup>th</sup>, 2015

**Administrator Advisor charged with the functions of assistant director of teaching staff**

University of Carthage, avenue de la république BP 77 Carthage Amilcar 1054 Tunisie  
([www.ucar.mu.tn](http://www.ucar.mu.tn))

- Managing the career of the teaching staff

Higher Education

From November 22<sup>nd</sup>, 2006 to  
September 15<sup>th</sup>, 2011

**Administrator Advisor charged with the functions of head of department of human resources**

University of Carthage, avenue de la république BP 77 Carthage Amilcar 1054 Tunisie  
([www.ucar.mu.tn](http://www.ucar.mu.tn))

- Managing the career of administrative staff  
- Recruiting administrative and technical contractual

Higher Education

From august 11<sup>th</sup>, 2004 to November  
21<sup>st</sup>, 2006

**Administrator Advisor**

University of Carthage, avenue de la république BP 77 Carthage Amilcar 1054 Tunisie  
([www.ucar.mu.tn](http://www.ucar.mu.tn))

Managing the career of the administrative and technical staff

Higher Education

EDUCATION



From February 2002 to June 2004

**Master Degree in Management of Institutions of Higher Education and Scientific Research**

Higher Institute of Accountancy and Business Administration

- Management of human resources
- Public finances
- Planning of higher education
- Administrative law
- Computing ...

From September 1996 to June 2000

**Bachelor Degree in Management**

Faculty of Economics and Management of Tunis

- Management of human resources
- Management
- Quantitative management
- Economics
- Finance
- Computing ...

TRAININGS

From July 9th to July 13th 2018

Internship at the University of Alexandru Ion Cuza of Iasi – Roumania (Erasmus + programme)

From March 12th to March 16th 2018

Internship at the University of Perpignan Via Domitia (IAE de Perpignan) – France (Erasmus + programme)

From January 30th to February 3rd 2017

Internship at the University of Perpignan Via Domitia (IAE de Perpignan) – France (Erasmus + programme)

From February 2<sup>nd</sup> to March 2<sup>nd</sup> 2015

Internship at the university of Granada – Spain (Al Idrisi programme)

From March 1<sup>st</sup> to March 29<sup>th</sup> 2010

Internship at the university of Cadiz - Spain (Averroes programme)

From January 17<sup>th</sup> to March 21<sup>st</sup>, 2004

Internship at the Institute of Higher Managerial Studies of Casablanca – Morocco (Master Degree in Management of institutions of higher education and scientific research)

PERSONAL SKILLS



Mother tongue(s) Arabic

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
French	C1/2	C1/2	C1/2	C1/2	C1/2
	Replace with name of language certificate. Enter level if known.				
English	B1/2	B1/2	B1/2	B1/2	B1/2
	Replace with name of language certificate. Enter level if known.				

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
Common European Framework of Reference for Languages

**Communication Skills** - Good communication skills gained through my experience as Human Resources Manager

**Organisational / Managerial Skills** - Ability to manage relationships within a group

**Job-related Skills** - Abilities to coordinate with different groups at work

**Computer Skills** - Good command of Microsoft Office™ tools

**Other Skills** - Hunting and fishing  
- Volley Ball

**Driving licence** - B