



Document controller, 5 years of experience with international company, proven qualities of competence, motivation and passion for learning and self-development, proven experience on document management and coordination role. I am a Founding Member in the Mediterranean youth council, interested and committed to youth programs, engaged on the local, regional and international level with Mediterranean Youth Council as Environmental Activist

## Personal Information

**Name:** FATIH

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## Professional Experience

**Company:** Hyundai Engineering Co., LTD

**Position:** Document Controller

**Duties:** From 01/2019–Now

- Leading and tracking the daily administration, supervision and control of work permits system
- Ensure that the Permit to Work Procedures are followed, permits are distributed, opened, closed and archived properly
- Liaise and coordination with project team, technical staff and operations service and arrange their documents needs
- Ensure coordination with contractors, clients
- Ensure that all work permits and associated documents are issued in a timely manner
- Manage the work permits process: processing and approval work permits, issuance and retrieval of work permits

## Other Experience

**Entities:** Mediterranean Youth Council – HDN Algeria – International Center for Journalists – Medafco

**Role:** Member – Trainee

- Advocating, raise awareness, provide proposals and promote actions to critical issues facing the Mediterranean region
- Attend the plenary session of the Mediterranean Youth council in Rome Italy and exchange with other youth and organizations
- Attend the political bureau meeting of CPMR in Cartagena Spain and discuss, exchange, networking with other regions, Organizations, Experts on climate change and energy transition
- Training on circular economy about how prepares Business Plan and build resilience against obstacles held by HDN Algeria
- Online training on Immersive Video reporting training held by International Center for Journalists
- Online Bootcamp on Social Entrepreneurship held by Medafco

## University Education

**University:** University of Jijel, Algeria

**Diploma:** Master in Business Law

**Key Knowledge:** from 09/2011 – 07/2016

- Provide legal, regulatory advice and support in all legal matters
- Perform legal research, legal auditing and legal monitoring
- Ensure compliance with the legal framework
- Mastering legal drafting and research