

FATMA HAMROUNI

Executive Assistant & Operations Coordinator (Procurement & Logistics)

+216 21 837 556 fatmahamrouni62@gmail.com LinkedIn ben arous, Tunisia

PROFILE

Results-driven professional with extensive experience in Logistics, Procurement, and Corporate Administration. Proven ability to optimize operations and provide executive-level support. Adept at coordinating complex projects, driving efficiency, and ensuring seamless administrative functions. Dedicated to achieving organizational goals through strategic planning and proactive problem-solving.

PERSONAL DETAILS

DATE OF BIRTH

02/02/1991

DRIVING LICENSE

Car Driving licence

NATIONALITY

Tunisian

PROFESSIONAL EXPERIENCE

Corporate Administrator

Aug 2024 - Present

OPSIO (suisse), Remote

- Managed executive calendars and scheduled meetings across multiple time zones (EMEA)
- Coordinated internal and external communications, ensuring timely responses
- Maintained confidential documents and administrative records
- Supported daily administrative operations including reporting and data entry
- Assisted remote teams with coordination and task organization
- Handled email communication and document management
- Performed data entry and reporting tasks with accuracy
- Supported team coordination and administrative processes

CEO ASSISTANT

Jul 2023 - Jul 2024

LRT Automotive – Tunisia / Germany (EMEA), Hybrid

- Supported the CEO and Founder in establishing a new subsidiary in Tunisia from inception to full operational setup
- Coordinated company formation, including legal registration and compliance with local regulations
- Managed all administrative documentation required for business operations and government approvals
- Obtained necessary licenses, certifications, and authorizations to ensure operational readiness
- Oversaw procurement activities, including sourcing suppliers, negotiating with vendors, and managing purchase processes
- Coordinated logistics operations, including tracking orders, ensuring timely delivery, and maintaining invoice traceability
- Identified and managed suppliers for raw materials in alignment with operational needs
- Supported recruitment processes by assisting in job posting and candidate coordination
- Organized business travel arrangements (flights, hotels, transportation) for executives
- Handled customs procedures and offshore company requirements to enable international operations
- Managed office setup, including location sourcing and operational readiness of facilities
- coordinated 20+ suppliers

logistic coordinator

Apr 2021 - Jul 2023

Cofem, Ben arous, Tunis

- manage the storage and transportation processes of the organization's inventory and goods Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs Keep logs and records of warehouse stock, executed orders etc.

buyer

Oct 2017 - Aug 2019

Somare, Remote

- Define purchasing needs based on customer demand. Negotiate purchasing contracts with suppliers in order to obtain the best quality/price.
- Coordinate the requirements needs with the expectations of the different departments according to prices and terms of delivery launch the order and follow the import process until the receipt of goods at the warehouse of the company.
- import/export documentation and principles of L/C. clearing processes. claim to the supplier in case of problem in the goods.
- Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction. transport negociation, tracking

buyer

Feb 2017 - Oct 2017

Elbaraka, Ben arous , Tunis

- Managed executive calendar and administrative operations
- Handled procurement processes (supplier sourcing, purchase orders, negotiations)
- Coordinated logistics operations including shipments and deliveries
- Communicated with suppliers and international partners (EMEA)
- Maintained records, invoices, and reporting documents
- Improved operational efficiency by organizing workflows

buyer

Apr 2016 - Sep 2016

Somare, ben arous , Tunis

- same role and same company (Octobre 2017 - August 2019 SOMARE), but working from the office of company.

supply chain

Aug 2013 - Aug 2015

Ppc, Ben arous , Tunis

- supply of equipment and consumables required according to the production plan look for suitable equipment for different operations while meeting standards and norms

quality assistant

May 2013 - Aug 2013

Ppc, Ben arous, Tunis

- carry out the work instructions, AMDEC, PROCESS FLOW Quality Control operator training Present short, medium and long-term action plans to management and implement those who are approved

Tele-investigator

Dec 2012 - Jan 2013

Sigma conseil, Tunis

EDUCATION

Bachelor's Degree in Applied Information Technology

2009 - 2012

Higher Institute of Technological Studies of Radès (ISET Radès) – Tunisia, Tunisia

- Developed strong technical and analytical skills in IT systems and digital tools
- Gained knowledge in data management, problem-solving, and system organization
- Applied IT skills to support administrative and operational processes

Baccalaureate in Science

2006 - 2009

high school dahmani, Tunisia

SKILLS

Microsoft Office (Excel, Word, Outlook)

Data Entry & Reporting

Travel Arrangements

Google Workspace

Process improvement

Problem solving

CRM Sales

Administrative Coordination

Executive Support

Negotiation-Skills

Teamwork

Team Leadership

Lean Manufacturing

EMEA

Scheduling

Stakeholder Communication

CRM Sales

Organisation

LANGUAGES

English

French

Remote Work Collaboration

Manage suppliers and stakeholders

Confidential Document Handling

Calendar Management

Time Mangement

Quality Management

Arabic