



Abdellah TABTI

Contact

Address

1206, Genève Switzerland

Phone

+41782440033

E-mail

mat@tabti.ch

Skills

**Software and Professional
Tools :**

Microsoft Office (Word, Excel, PowerPoint), ArcGIS, MapInfo, SNAP, AutoCAD, ENVI, Adobe Photoshop, Adobe Illustrator, Winbiz, R.

Programming Languages :

Scala, HTML, CSS, R.

**Digital and Social
Competencies :**

Social media, information and communication technologies (ICT).

**Financial Trading and
Analysis :**

With a background combining science and economics, I have developed the ability to observe, understand, and connect complex systems—whether natural, human, or organizational. My path has taken me from applied geology to management, enriched by diverse experiences in Switzerland across finance, accounting, administration, and operational coordination. These roles have taught me to work with precision and composure, to understand others' needs, and to adapt to environments where every detail matters. Today, I aim to apply this versatility and rigor to meaningful projects where collaboration and collective thinking can make a real impact.

Work history

2025-08 -
Current

Control Center Operator

Flexsis SA - Genève Aéroport, Geneva, Switzerland

- Participated in monitoring and operational coordination at the airport site, within a highly secure and multilingual environment.
- Responded swiftly to incidents and ensured constant safety and security of infrastructure.

2025-06 -
Current

Night Supervisor

Geneva Hostel, Geneva, Switzerland

- Fully autonomous management of the establishment during night hours.

2024-07 -
2024-09

Technician – Medico-Social Coordination

EMS Bon Séjour, Geneva, Switzerland

- Contributed to the smooth operation of a care facility for the elderly.
- Assisted healthcare staff and supported residents' comfort and safety.
- Collaborated with medical, logistics, and administrative teams to ensure service continuity.
- Oversaw the condition of facilities and enforced strict compliance with health and safety protocols.

2023-06 -
2024-07

Accounting and Administrative Assistant

Best emploi SA, Geneva, Switzerland

- Performed data entry, invoicing, report preparation, and managed administrative correspondence with clients, in coordination with

Experience on Capital.com and Binance – trading cryptocurrencies, gold, and indices (USA, Japan, Switzerland).

Langues

French: Native language

Arabic: Native language

English: C1 level

internal teams to ensure financial data accuracy and reliability.

- Provided full accounting support, including account review and monitoring in accordance with internal procedures and the Swiss **Code of Obligations** (CO).
- Used Winbiz, Excel, and other office tools on a daily basis.
- Participated in financial audits and report preparation as part of due diligence processes related to asset sales, share transfers, or business liquidations.

2022-06 -
2024-06

Promoter

CPM Switzerland SA, Geneva, Switzerland

- Showcased products, advised customers, and built loyalty with a diverse clientele.
- Reported activities to management.
- Collaborated with sales and marketing teams to enhance brand visibility.

2018-02 -
2020-08

Office and IT Resources Manager

SARL RK et Z, Algiers

- Handled accounting and inventory for a wholesale import and distribution company.
- Managed and maintained relationships with international suppliers (phone calls and emails in English).

Education

07/2028

Bachelor of Science: Economics And Management

University of Geneva - Geneva, Switzerland

06/2023

University Equivalency Program – Bachelor's Degree: Bachelor in Earth And Environmental Sciences

University of Geneva - Geneva, Switzerland

07/2021

Master of Science: Mineral Resources, Geomaterials & Environment

University of Science And Technology Houari Boumediene - Bab Ezzouar, Alger

06/2019

**Bachelor of Science: Applied Geology,
Earth And Universe Sciences**

*University of Science And Technology Houari
Boumediene - Bab Ezzouar, Alger*

08/2016

High School Diploma

Lycée Abane Ramdane - Mohammadia, Alger
High School Diploma in Natural Sciences.

Interests and Hobbies

**Chess, draughts, reading, track and field, swimming,
horse riding.**