



12/11/1994

FRENCH

TUNISIAN

[Radhia.saidani@gmail.com](mailto:Radhia.saidani@gmail.com)

+973 35 42 36 42

**Language skills :**

Bilingual French  
Fluent English  
Intermediate Arabic

**Computer skills :**

Pack office  
Safari invoices  
Quadratus  
Teliway

**Relational skills :**

- Stress resistance
- Patience
- Versatility
- Sense of priorities
- Problem solving

**Volunteer commitments :**

- Tutoring for children who have difficulties
- Support for foreign students
- Volunteer at the animals welfare society
- Tutoring students at the Egyptian law university

**Interest and hobbies :**

- Cinema
- Egyptian archeology
- Traveling :
  - ❖ Bahrain
  - ❖ China
  - ❖ Egypt
  - ❖ Jordan
  - ❖ Lebanon
  - ❖ Palestine
  - ❖ Tunisia
  - ❖ Turkey
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**Legal /Administrative position****EDUCATION :**

- 2019** : Master of Arbitration and international trade law  
IDAI (Institute of International Business Law), La Sorbonne Paris University  
delocalized section in Cairo – EGYPT
- 2018** : SWUPL Summer program – Comparative law  
Southwest University of Political Science and Law – CHINA
- 2017** : Master of Business law, Trade and Transportations  
CDMT (Center for Maritime Law and Transports) – FRANCE
- 2016** : Master of European and international law – FRANCE
- 2015** : Bachelor in Management and law – FRANCE
- 2012** : High School diploma, Economics and social sciences - FRANCE

**WORK EXPERIENCES IN LAW :**

**2020 (4 months)** : Legal affairs assistant at the Union of Recovery for Social Security and Family Allowances – Toulon (France)

**Main missions** : Conclusions and acts drafting;  
Administrative decisions drafting and monitoring;  
Financial issues evaluation;  
Response to contributors.

**2019 (2 months)** : Legal assistant – Fuel importation division – Tunisian Society of Refining Industries – Bizerte (Tunisia)

**Main missions** : Contracts control and redaction.

**2017 (13months)** : Legal assistant – Time Organizer – Marseille (France)

**Main missions** : Contracts negotiating and drafting ;  
Rent control and payment ;  
Lease control ;  
Legal monitoring.

**2017 (7 months)** : Legal collaborator at the Maritime and fluvial union of Marseille-Fos (France)

**Main missions** : Legal monitoring ;  
Reports writing and legal analysis ;  
Meetings with the port authorities.

**2015 (6 months)** : Commercial Assistant - Export department – Marseille (France)

**Main missions** : Customer files constitution ;  
Quote and billing management ;  
Rates negotiation with our partners abroad.

**OTHER WORK EXPERIENCES :**

Summer 2019 : Guest services associate – VIP lounge – Tunis Airport

2016 – 2017 : Conditioning Agent – Capsum – Marseille

2015 – 2017 : Baby-sitter with young children – Marseille

Summer 2015 : Front desk agent – Grand Hôtel (5\*) – Saint Jean Cap Ferrat

Summer 2014 : Sales assistant – Dutyfree – Nice Airport

Summer 2013 : Saleswoman in bakery – Du Pontin – Nice

Summer 2012 : Saleswoman in bakery – La Goulette – Perpignan