



Hajar Torisse

VIRTUAL ASSISTANT · ADMINISTRATIVE SUPPORT

Detail-oriented administrative professional transitioning into virtual assistance, with hands-on experience in quality management, documentation, and process coordination. Skilled in Microsoft Office, data and records management, and keeping projects on schedule and to standard. Trilingual in Arabic, French, and English, known for fast learning, reliability, and calm problem-solving under pressure.

PROFESSIONAL EXPERIENCE

Quality Coordinator Nov 2025 – Present

STE Rouandi — Construction

- Tracked and resolved non-conformities, proposing corrective actions and documenting outcomes.
- Maintained accurate records for material receptions and supplier deliveries.
- Supported planning and scheduling of work, helping teams meet deadlines and quality standards.

HSE Coordinator 2023

Procaneq SA Maroc — Khouribga

- Completed and managed daily forms, checklists, and reports with consistent accuracy.
- Organized and supported training sessions and team briefings.
- Monitored procedure compliance and reported on adherence to standards.

QHSE Intern 2024 · 2 months

OCP Group

- Conducted risk analysis and assessments, identifying and prioritizing critical issues.
- Contributed to prevention initiatives and prepared supporting documentation.

EDUCATION

DTS — Industrial Automation & Instrumentation

ISTA Khouribga · 2022

Professional Baccalaureate — Electronic & Digital Systems

Lycée Mohammed V, Beni Mellal · 2019

Intl. Professional Diploma — QHSE

American Canadian Board for Professional Training

English Communication Courses

Centre Atlantique, Khouribga

First Aid & Rescue (SST)

Moroccan Red Crescent

CONTACT

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CORE SKILLS

Microsoft Office Suite

Data Entry & Records

Documentation & Reporting

Scheduling & Coordination

Quality Control / Accuracy

AI Tools (ChatGPT)

STRENGTHS

Fast learner

Adaptable

Calm under pressure

Organized

Problem solver

Reliable

LANGUAGES

English



Fluent

Arabic



Native

French



Fluent

INTERESTS

Language learning

Basketball

Reading

