

Safa Maatouk

+216 95 169 921 | safamaatouk055@gmail.com | <https://www.linkedin.com/in/safa-maatouk-3a131b2b6/>

SUMMARY

Motivated computer science student currently pursuing a degree in Information Systems and Multimedia. Strong programming skills with a good understanding of the programming fundamentals. Passionate about technology, problem-solving, and continuous learning, with the ability to work in teams and adapt quickly to new challenges. Detail-oriented and motivated Virtual Assistant with skills in administrative support, data entry, Microsoft Excel, and internet research. Capable of handling remote tasks efficiently, maintaining organization, and supporting business operations.

EDUCATION

Higher Institute of Computer Science and Multimedia of Sfax (ISIMS)

Bachelor's Degree in Computer Science

Sfax, Tunisia

September 2025 – Present

Creation High School, El Mourouj 6

High School Diploma in Computer Science

Ben Arous, Tunisia

September 2024 – June 2025

EXPERIENCE

Secretary & Officer - IEEE ISIMS RAS Student Chapter

IEEE ISIMS RAS Student Branch

February 2026 – Present

Sfax, Tunisia

- Organized and documented meetings and internal communication
- Assisted in planning and coordinating technical events
- Collaborated with team members to ensure smooth activity execution
- Contributed to organizing robotics and automation-related initiatives

Event Officer – Idea Gate

IEEE ISIMS Student Branch

December 13–14, 2025

Sfax, Tunisia

- Contributed to the organization and coordination of the event
- Assisted in managing logistics and ensuring smooth execution
- Collaborated with team members to support participants and activities

TECHNICAL SKILLS

Languages: Python, C, SQL, JavaScript, HTML/CSS, Databases

Developer Tools: Git, Google Cloud Platform, VS Code, Visual Studio, PyCharm, Thonny

SOFT SKILLS

- Strong sense of responsibility and commitment
- Effective teamwork and collaboration
- Good communication skills
- Time management and organization
- Leadership and initiative
- Ability to adapt to new challenges
- Virtual Assistance
- Data Entry (Excel / Word)
- Administrative Support
- Internet Research
- Email Management
- Document Formatting
- Microsoft Excel & Word
- Time Management
- Attention to Detail

LANGUAGES

- Arabic: Native
- French: Upper-Intermediate
- English: Upper-Intermediate
- Turkish: Basic