

## Curriculum Vitea

RASHA BADR AL-DEEN

I hope not to waste your valuable time reading about me,  
because it makes me happy to have your attention,  
thank you.

### Personal Information:

- **Birth:** Damascus - Syria ... 7/2/1989
- **Address:** Damascus - Ruken AL Deen
- **Mob:** +963-945-811-598
- **E-mail:** Rashabder@outlook.com
- **Nationality:** Arab Syrian
- **Marital status:** Single
- **Gender:** Female

### Objective:

I want to get experience in your Company and be in your team work.

### Education:

- |   |           |           |
|---|-----------|-----------|
| - <b>Bachelor of Economics</b><br>(Damascus University—Faculty of Economics)                                | 2016-2020 | Good      |
| - <b>Diploma of technical in institute of engineering</b><br>(Damascus University – General Specialization) | 2010-2013 | Good      |
| - <b>Scientific High School Bachelor</b><br>(Al-Bayan Institute – Damascus)                                 | 2010      | Very Good |

### Certificates of Computer Courses:

- |   |                    |           |
|---|--------------------|-----------|
| • <b>Banking Operations Course in the<br/>Comprehensive Banking Program</b><br>(The Gates project for the United Nations Development Program (UNDP) in cooperation with the<br>Syndicate of Financial and Accounting Professions, Damascus Countryside Branch ) | 17/1/2021-2/3/2021 | Excellent |
|---|--------------------|-----------|

- |  |        |           |
|--|--------|-----------|
| - <b>Adobe Photoshop cc</b><br>(New Horizons Computer Learning Center –Damascus) | 2/2018 | Very Good |
|--|--------|-----------|

## Certificates of Computer Courses:

- AutoDesk AutoCAD  
(AL-Hadara Training Center-Damascus)

9/2014

Very Good

## Self-Learning & Progressing:

- Microsoft Office Word  
(Used For All Done Project)

Very Good

- Microsoft Office Excel  
(Designer Of A Programmed Schedules Series for Structural Designing)

Very Good

- Microsoft Office Publisher  
(Used to Make This Curriculum Vitae)

Very Good

- Microsoft Office Power point

Very Good

- Internet

Good

## Languages:

ARABIC	NATIVE LANGUAGE
ENGLISH	Good

## Soft Skills:

- Working under pressure
- Team Working
- Problem Solving
- Leadership
- Quick Learner and Worker
- Ambitious

## **Work & Experience:**

- employee at BH Agency

(Damascus-Shahbandar Square)

(Design Agency -Secretary and Some Of The Accounting Work)

(Basel Housen)

**March/2020-September/2021**

- employee at No Name Company

(Damascus-Arnous Square)

(Food Company -Secretary)

(Mahmoud Abd Alhameed)

**July-November/2019**

- employee at Al-Fuad Exchange&Money Transfer

(Damascus-7pools square opposite Bank of Syria)

(Customer Service)

**September2017-December2018**

-employee at Al-Gota company

(Damascus– Bagdad street)

(Sameer Sholah)

(Food Company -Secretary)

**May-July/2017**

## **Activities:**

- **Reading**

- **Walking**

- **Tennis**

**"All documents are available upon request"**