



# AHMAD ALI ZEDEYA

## OBJECTIVE

Organized team-player with strong interpersonal and communication skills, seeking to utilize 3+ years of experience working with INGOs. In addition to working 10+ in government organizations Bringing proven ability to multi task and manage changing priorities, and maintain confidentiality.

## CONTACT



+963 944 096851



ahmadzydia@gmail.com



Al Kosoor, Daraa, Syria

## PROFILE

Nationality : Syrian

Marital Status : single

Military Service: Exempted

## LANGUAGE

ARABIC

ENGLISH

## SKILLS

- Excellent interpersonal and Communication.
- Highly Motivated and positive.
- Positivity and Trustworthiness.
- Highly Dedicated to work
- Innovation and Creative thinking and Feedback
- Ability to handle responsibility and work under pressure
- Excellent Team Player and Delegating
- Well Command of using MS-Office and all social media apps.
- The ability to work under pressure
- Communication skills
- Leadership skills

## EDUCATION

▪ **Damascus University** | Jan 2018 To Dec 2020

MASTERS DEGREE

Economy and management

▪ **Damascus University** | Jan 2013 To Dec 2017

BACHELOR

Economy / Accounting

▪ **The Engineering Institute In Daraa** | Jan 2009 To Dec 2011

Intermediate Institute

Certified Assistant in Civil Engineering

## WORK EXPERIENCE

▪ **Business Trainer (Project-Based)**

**NORWEGIAN REFUGEE COUNCIL (NRC)** | Apr 2021 To Still Working

Contribute to the implementation of NRC's Business training, which includes and not limited to the following topics: Plan and management the small business. Marketing mix. Finance & Accounting in small Business. Support trainees in preparing the business plans and evaluate them in collaboration with NRC staff. Conduct assessments of the capacities of trainees to evaluate the progress gained through the training. Attend and participate in required NRC-induction training. And other works

▪ **Administrative at the Internal Trade and Consumer Protection Directorate**

Head of the Companies and Commercial Registry Department | Jan 2012 To Mar 2021

I started as responsible for the Garage and Auto Department:

- Ensure that cars are ready and safe
  - Cut and sign tasks on a daily basis according to the scheduled trip
- Then I moved to the Accounting, Financial and Logistics Department, and my tasks were, for example:
- Estimating office expenses for offices
  - Preparing purchase orders and presenting them to the responsible committees
  - Dealing with car technicians to perform regular maintenance on them
  - Calculate the cost of transportation, maintenance and fuel needed for the normal work of the organization

Then start working in the pricing department as a team leader in the pricing department, And then during the year 2017, I became the director of the corporate department This is until the end of March 2021.

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## WORK EXPERIENCE

### Trainer and teacher of financial accounting

Ephrem Patriarchal Development Committee (EPDC) | Apr 2020 To Dec 2020

Training students in financial accounting sciences & Enabling the trainees to face the business with scientific knowledge and global rules of accounting & Create the trainees to be able to work in the future accounting & train undergraduates in subjects included in their curricula

### Administrative at the Topography Department

Services Directorate | Jan 2010 To Dec 2011

## APPLICATION SKILLS

- **Al-Ameen:** A program specialized in accounting for facilities, whether financial or cost accounting and warehouse inventory (**Al-Majd**)
- **SPSS:** Statistical analysis program and draw conclusions that lead us to the facts on the ground after collecting data from the sample population (**Damascus university**)
- **Microsoft Office:** Computer Command Package, including the program (Word, Excel.....) (**Al-Majd**)
- **ArcGIS:** Creating maps and distributing famous places on them in order to work on the surrounding land and know the geographical nature, the shortest roads, the most appropriate and safest passages (**Damascus university**)

## COURSES

Training workshop on small business management and entrepreneurship (NRC)	2021
ICDL	2018
The art of debate	2020
Job skills - how do I get a job ?	2020
Setting goals and making decisions	2020
How to transfer stress to my friend's motivator	2020

## REFERENCE

Mr. Khaled Arab (NRC - Norwegian Refugee Council)  
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Mr. Mohammad Al Barghouth (NRC - Norwegian Refugee Council - Daraa Team)  
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Mrs. yara alnassar (St. Ephrem Patriarchal Development Committee)  
+963-937-972430

[Yara.s.alnassar@gmail.com](mailto:Yara.s.alnassar@gmail.com)

## AWARDS

- **Al-Basel Certificate for Academic Excellence 2015**

Top students on the university.

- **Al-Basel Certificate for Academic Excellence 2017**

Top graduates from Damascus University, Faculty of Economics.