(27 May 2023)

Year of birth: 1992

• Nationality: Syrian • Civil status: Single • <u>mmashaal535 @gmail.com</u>

• Mobile: +963 991831673 • Military service: finished • Address : Damascus – bab mosala

1. Objective:

Prove my skills to bear the pressure of work. Get more and more responsibilities by working hard to achieve company objectives depend on adherence to the rules of the company in parallel with team work and qualifications I have.

2. Education:

Institution:	Damascus University – Higher Institute of Administrative Development
Date: from ; to:	1/2016 -2\2019 with very good average
Degree obtained:	Master of General Adminstration

Institution:	Damascus University - Faculty of Economy
Date: from ; to:	09/2011 - 02/2016 with very good average
Degree obtained:	Bachelor of Accounting.

3. PROFESSIONAL EXPERIENCE RECORD:

Date: from ; to:	2022-till now
Company:	Frankat
Position:	Accountant

Date: from ; to:	2018-2019
Company:	Beuty art –Hemedia
Position:	Cashier

Date: from ; to:	2016-2018
Company:	Ecco –Shaaln
Position:	Supervisor

Date: from ; to:	2014-2016
Company:	Ecco –Shaaln
Position:	Sales man

4. SUPPLEMENTARY TRAINING and SKILLS : a) SUPPLEMENTARY TRAINING

Course	Training Center	Year
Hr programme	coursera	2022
Al- Eser Programme	Al-Eser Company	2016
Al Ameen programme	Cultural Center	2015
ICDL	Cultural Center	2014

b) Skills

Skill
Forty word per minute keyboard typing (English-Arabic)
Customer Relationship
Team player and Sociable
Negoteation and communication
Able to work under pressure with deadlines
Able to motivate and organize others in order to
achieve objectives

5. LANGUAGES

Arabic	Native Language
English	Good command in English
French	Good command in French

6. Membership

SAFAP	Syrian association of financial and association
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