

(Bachelor of Commerce and Economics)



▶ **Asmaa Ajaj**

Nationality: Syrian

Marital status: Married

Date of birth :05/01/1983

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Education

2020 : Bachelor degree of Economics, Specialize finance and banking – Bilad alsham University.

Experience:

real estate departments –Accounting: (annual contract):

- Training in budget preparation in the pension fund.

Listing and Operation – Surveillance:

(From 01-06-2022 till now) in Damascus Securities Exchange.

- Ensure orderly exchange market, confidence, fairness and accuracy of transactions by real time monitoring of the market and post –trade analysis.
- Prevention and investigation of abusive, manipulative or illegal trading practices.
- Preparing daily, monthly, quarterly, and yearly reports and other important reports for the board of direction and the Syrian Commission of Financial Markets and Securities.
- Conducting various researches and virtual tests with the objective of trading system enhancement.

Training Courses:

- English, by New Horizons Institute-Syria.
- ICDL, by Asia Institute-Syria.
- Banking operations course. Includes:
 - ✓ Basic banking operation.
 - ✓ Credit management.
 - ✓ Foreign trade operations.
 - ✓ Documentary credits.
 - ✓ Treasury.
 - ✓ Branches management.
 - ✓ Accounting for banking operations
 - ✓ Banking risk management.
 - ✓ Banking supervisory departments.
 - ✓ Compliance control and anti-money laundering department.
 - ✓ Information technology operation of the bank.
 - ✓ Directorate of human resources at the bank.
 - ✓ Word.
 - ✓ Excel advanced.
- Data analyses course at the following sections:

Languages:

- Arabic: mother tongue.
- English: good.

Skills:

- Having sense responsibility, , organization and Data Analysis skills. .
- Get used and interact with teamwork.
- I can work under pressure.

Objectives:

- Improving my skills and experiences in business logic and Data Analysis.
- Furthering my communication skills.

Miscellaneous:

- Driving license.