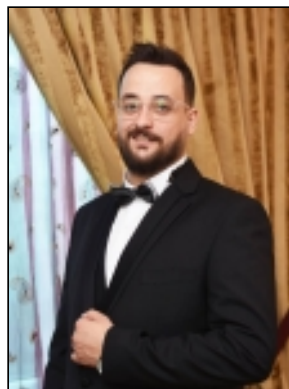


## ID 162655



## Abdalrahman Kabakibi

<b>Gender</b>	Male
<b>Nationality</b>	Syrian
<b>Date of Birth</b>	1994-05-15
<b>Current address:</b>	
<b>Country</b>	Syria
<b>City</b>	Damascus
<b>Address</b>	Qoudsaya
<b>Fixed Phone</b>	+963-11-3440849
<b>Mobile Number</b>	+963-933-387672
<b>E-mail Address</b>	Abdalrahman.kabakibi5@gmail.com
<b>Marital Status</b>	Not Single
<b>Military Service</b>	Exempted On 2021-03-15
<b>Driving License</b>	type B - 2015-01-01

### Targeted Job

#### Objectives

I am looking forward to working in a position where i can use my experience and education in a professional work environment with the chance of growing my work knowledge and sharpening my skills.interested in working in a fulfilling position and eager to face new challenges and take on new responsibilities.

<b>Targeted Job Type</b>	Full time - Project Based - Training - Part Time
<b>Targeted Job Category</b>	Finances/Accountancy - Sales/Distribution - Administrative - Procurement/Logistics/Delivery - Humanitarian/Disasters
<b>Desired Work Location</b>	Damascus - Daraa - Rif Dimashq
<b>Availability to join a job</b>	Immediately
<b>Desired Net Salary</b>	Confidential

## Experiences

**Company Name** BYBLOS BANK SYRIA  
**Start Date** 2021-08-15  
**End Date** 2022-08-14  
**Job Title** TELLER  
**Field of Work** Banking/Insurance  
**Job Type** Full time  
**Work Place** Syria  
**Company Description** BANK BYBLOS SYRIA IN ABO REMANEH  
**Responsibilities** Receiving and delivering cash to customer  
 Renew customer data

**Company Name** DOPAMIN SWEETS  
**Start Date** 2020-01-01  
**End Date** 2022-02-15  
**Job Title** ABRANCH MANAGER  
**Field of Work** Sales/Distribution  
**Job Type** Full time  
**Work Place** Syria / Damascus  
**Company Description** DOPAMIN SWEETS is a patry shop  
**Responsibilities** SUPERVISE STAFF  
 HIRE EMPLOYEES  
 MANAGE SHIFTS AND LEAVES  
 PRICING AND CASH TRANSACTIONS  
 HANDLING INVENTORY  
 CONTACT SUPPLIERS AND CHOOSING MARCHADISE

**Company Name** UNDP  
**Start Date** 2019-02-01  
**End Date** 2020-01-31  
**Job Title** ASSISTANT RECRUITMENT OFFICER

<b>Field of Work</b>	Humanitarian/Disasters
<b>Job Type</b>	Full time
<b>Work Place</b>	Syria / Damascus
<b>Company Description</b>	UNDP is an international organization that work in development for underprivileged countries.
<b>Responsibilities</b>	COLLECT AND SCREEN CVs. SELECT POTENTIAL CANDIDATES,TEST AND INTERVIEW THEM. PROVIDE SHORT LIST OF CANDIDATES TO RESPECTIVE HIRING MANAGER IN A TIMELY MANNER. ENSURE ALL NECESSARY SUPPORTING RECRUITMENT POLICY. RESPONSIBLE FOR TAKING UP REFERENCES. ENSURE THAT JOB OFFERS ARE SENT OUT TO CANDIDATES UN SALARY SCALE AND ANSWER ANY RELATED QUERY.

<b>Company Name</b>	Talabati syria
<b>Start Date</b>	2018-09-01
<b>End Date</b>	2019-01-01
<b>Job Title</b>	SALES MANAGER
<b>Field of Work</b>	Sales/Distribution
<b>Job Type</b>	Full time
<b>Work Place</b>	Syria / Damascus
<b>Company Description</b>	TALABATI SYRIA IS AN ONLINE FOOD ORDERING APP
<b>Responsibilities</b>	MANAGE ALL SALES RELATED TASKS. TRAINING JUNIOR STAFF. PLANNING AND DEVELOPING NEW STRATEGIES. SEARCHING FOR POTENTIAL CLIENTS. NEGOTIATING, SINGING AND CLOSING DEALS. FOLLOW UP WITH CLIENT'S DATA ARE UPLOADED TO THE SYSTEM. SOLVE ANY RELATED ISSUES WITH BOTH THE TEAM AND THE CLIENTS.

<b>Company Name</b>	BeeORDER
<b>Start Date</b>	2017-04-01
<b>End Date</b>	2018-08-30
<b>Job Title</b>	SALES AND ACCOUNT MANAGEMENT

**Field of Work** Sales/Distribution

**Job Type** Full time

**Work Place** Syria / Damascus

**Company Description** BeeORDER IS THE FIRST ONLINE FOOD ORDERING APP IN SYRIA

**Responsibilities** SEARCHING FOR POTENTIAL CLIENTS.  
NEGOTIATING, SINGING AND CLOSING DEALS .  
FOLLOW UP WITH CLIENTS.  
MAKE SURE ALL CLIENT DATA ARE UPLOADED TO THE SYSTEM.  
SOLVE ANY RELATED ISSUES WITH BOTH THE TEAM AND CLIENTS.  
MAKING A SALES PLAN.  
FINDING NEW WAYS TO ATTRACT CLIENTS.  
OTHER RELATED TASKES.

**Company Name** SAOUR GROUP -FROSTE

**Start Date** 2016-01-01

**End Date** 2016-11-30

**Job Title** SALES AND DELEGATES SUPERVISOR

**Field of Work** Sales/Distribution

**Job Type** Full time

**Work Place** Syria / Damascus

**Company Description** SAOUR GROUP -TAREK ALSAOUR TRADING EST. HAS BEEN ESTABLISHED IN 2005 FOR IMPORT-EXPORT AND REPRESENTING GLOBAL COMPANIES IN SYRIA

**Responsibilities** MAKING DEALS AND SIGNING CONTACTS WITH GOVERNMENTAL AGENCIES AND PRIVET SECTOR.  
CREATING SALES LINES FOR SALES REPRESENTATIVES

**Company Name** ALJAWAD PHONE CENTER

**Start Date** 2014-01-01

**End Date** 2015-12-31

**Job Title** SALES SUPERVISOR

**Field of Work** Sales/Distribution

**Job Type** Full time

**Work Place** Syria / Damascus

**Company Description** ALJAWAD PHONE CENTER IS A BIG SELLER OF MOBILES AND ACCESSORIES.

**Responsibilities** DATA ENTRY FOR ALL SALES TRANSACTIONS ON AL AMEEN PROGRAM .  
HANDLING ALL INVENTORY AND BARCODING THE MERCHANDISE.

**Company Name** TOY PLANET

**Start Date** 2013-02-01

**End Date** 2013-11-30

**Job Title** MANAGER

**Field of Work** Sales/Distribution

**Job Type** Full time

**Work Place** Syria / Damascus

**Company Description** TOY PLANET IS A PLAY CENTER FOR CHILDREN

**Responsibilities** SUPERVISE JUNIOR STAFF.  
HANDLE CASH TRANSACTIONS.  
INVENTORY.  
SALES AGENT.

**Company Name** TEST AND INDUSTRIAL RESURCH

**Start Date** 2012-09-01

**End Date** 2013-03-31

**Job Title** FINANCE ASSISTANT

**Field of Work** Finances/Accountancy

**Job Type** Full time

**Work Place** Syria / Rif Dimashq

**Company Description** TEST AND INDUSTRIAL RESEARCH IS A RESEARCH ORGANIZATION

**Responsibilities** DATA ENTRY .  
CASH ORDERS.  
OTHER RELATED TASKS

## Education

<b>Degree Name</b>	BACHLOR IN BUSINESS ADMINSTRATION
<b>Graduation Year</b>	2021
<b>Educational Institution</b>	AL RASHEED PRIVATE UNIVERSITY FOR SCIENCE & TECHNOLOGY
<b>Degree</b>	Bachelor/ License Degree
<b>Rate</b>	VERY GOOD
<b>Location</b>	Rif Dimashq
<b>Major</b>	BUSINESS ADMINISTRATION
<b>Description</b>	THE BUSINESS ADMINISTRATION PROGRAM FOCUSES ON THE ADMINISTRATION OF A COMMERCIAL ENTERPRISE.IT INCLUDES ALL-ASPECT OF OVERSEEING AND SUPERVISING BUSINESS OPERATION.

## Skills

Skill Name	Level	Years of Experience	Last used	Description
COMPUTER SKILLS(MS OFFICE)	Intermediate	10	Still using	WORD EXCEL OUTLOOK
AL AMEEN	Intermediate	6	2018	
T24 BANKING (GLOBUS)	Advanced	1	2022	T24 (GLOBUS) IS A BANKING PROGRAM FOR ALL BANKING OPERATIONS

## Languages

**Mother Tongue**

Arabic

**Foreign Languages**

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Language	Reading	Speaking	Writing
English	Good	Good	Good

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