

PERSONAL INFORMATION



RANIM NAIF ASSAF

Bab Toma, Damascus, Syria
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Sex female | Date of birth 17/2/1991 | Nationality Syrian

WORK EXPERIENCE

Director of the Office of the managing director

Antioch Syrian University

01/2022- present

Achievements/Tasks :

- Data entry, maintenance and document saving
- Preparation of reports and submission to management
- Good communication with customers and providing them with amenities to satisfy them
- Ensure the correctness and accuracy of data and information to ensure the perfect workflow
- Communicate with the Departments of the institution to coordinate the work between all departments

Cashier& Assistant Accountant (Accounting Department)

Antioch Syrian University

07/2018-12/2021

Achievements/Tasks:

- Save documents on collection and expenses in special files regularly and properly.
- Delivery of salaries to employees of the enterprise.
- Manage accounts payable and receivables.
- To carry out the other tasks assigned to him in the field of competence according to the needs of the University

EDUCATION

1/10/2009 -19/10/2013 Bachelor of Business Administration (specializing in Accounting)
At private Arab International University, Damascus (Syria).

PERSONAL SKILLS

Mother tongue(s) Arabic

Other language(s)

English

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
B2	B2	B2	B2	B2

Communication skills

- Good communication skills with science researching groups.
- Confident, articulate, and professional speaking abilities (and experience).
- Speaking in public, to group, or via electronic media.

Organisational /managerial skills

- Leadership characteristics (being the leader for many projects at the college with my colleagues).

Computer skills

- ICDL.
- Accounting practical on Ameen Program.
- Excel program