

Hala Samaan

Date of birth: 17/11/1978 | **Nationality:** Syrian | **Gender:** Female | **Phone number:** (+963) 944556832 (Mobile) |

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WORK EXPERIENCE

01/03/2008 – 25/02/2022 HOMS, Syria

ADMINISTRATIVE ASSISTANT ALBAATH UNIVERSITY

- issuing and checking all official memos and papers which is related to, or required by employees
- preparing and organizing all employee's data for HR department
- preparing all required statistics
- Define and publish exams schedule
- Organize, publish, and distribute supervising schedules for exams supervisors

01/10/2001 – 08/09/2008 HOMS, Syria

OFFICE MANAGER ALBAATH UNIVERSITY

- Maintain a comprehensive administrative filing system and ensure records are managed and archived.
- Performs general administrative duties such as word processing, filing, and retrieving correspondence.
- Provide support to committees, arrange meetings, prepare minutes of meeting
- Reviewing purchasing orders statement, travel expense claims and forwarding checked documents to other departments.
- publishing information to internal and external stakeholders
- Provide guidance on routine business support methods and practices
- ensuring the success of all local, regional and international conferences by organizing, coordinating and managing all related activities

EDUCATION AND TRAINING

01/11/2018 – 20/12/2022 TARTOUS, Syria

BACHELOR OF ECONOMY TARTOUS university

Website <http://tartous-univ.edu.sy/>

LANGUAGE SKILLS

Mother tongue(s): **ARABIC**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	B2	C1	B2
FRENCH	B2	B2	B1	B1	B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Social Media