



Mar-2019

**Muhammed Mahairy / محمد محاييري**


## Personal Information

<b>Name</b>	<b>Muhammed Abdulahdi Mahairy</b>	<b>Place of birth</b>	Aleppo / <b>SYRIA</b>
<b>Gender</b>	Male	<b>Nationality</b>	Syrian
		<b>Date of Birth</b>	1985-08-23

**Current address:** New Surian neighborhood flowers friends street

<b>Country</b>	Syria	<b>E-mail Address</b>	<a href="mailto:Mahairy85@gmail.com">Mahairy85@gmail.com</a>
<b>City</b>	Aleppo	<b>Marital Status</b>	Married
<b>Address</b>	New Syrian	<b>Military Service</b>	Finished
<b>Fixed Phone</b>	+963-21-2336605	<b>Driving License</b>	type <b>B</b> - No.692772
<b>Mobile Number</b>	+963-944-978024		

## Education

Degree Name	Educational Institution	Graduation Year	Description
<b>Bachelor's in</b> Basins administration	Tishreen University <b>Faculty of Economic</b>	2016	Specialization Finance and Investment with a good rate.
<b>Diploma</b> of Finance and Banking Sciences	<b>Institute of Business and Banking -Aleppo</b>	2006	- Graduated in 2006 with a good rate of <b>73%</b>
Administrative development <b>coach</b>	<b>Tanami Train For Training and consulting</b>	2016	- The highest rate of <b>A +</b> - Individual trainer skills



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### Professional Experiences

Company Name	Start Date	End Date	Job Title	Field of Work	Work Place	Responsibilities
 delivery unlimited <b>Aramex</b> International <b>Aleppo Branch</b>	2009-09-01	2014-02-01	Accountant Sales Man  <b><u>Full time</u></b>	Express Shipping	Syria Aleppo	<ul style="list-style-type: none"> <li>- Prepare daily and monthly accounting reports</li> <li>- Follow customers and activate sales work.</li> </ul>
 <b>Tanami Train</b> Training and consulting <b>Lattakia Branch</b>	2016-01-01	2017-04-01	Public Relations Manager  <b><u>Part Time</u></b>	Education/ Training	Syria Lattakia	<ul style="list-style-type: none"> <li>-Communicate with trainers to hold courses.</li> <li>-Organization of contracting with third parties.</li> <li>-Follow up on the financial matters of trainers.</li> <li>-Follow-up of the trainees and solve the problems of the center.</li> </ul>
 delivery unlimited <b>Aramex</b> International <b>Aleppo Branch</b>	2017-04-01	2019-02-08	Accountant Sales Man  <b><u>Full time</u></b>	Express Shipping	Syria Aleppo	<ul style="list-style-type: none"> <li>- Follow up all financial matters and prepare daily and monthly reports.</li> <li>- Follow customers and activate sales work.</li> <li>- Open new accounts and strengthen customer relationships.</li> </ul>
 <b>Tanami Train</b> Training and consulting <b>Aleppo Branch</b>	2017-04-01	Still Working	Executive Manager  <b><u>Part Time</u></b>	Education/ Training	Syria Aleppo	<ul style="list-style-type: none"> <li>-Organization of the work of the management team.</li> <li>-Preparation of memorandums of understanding with organizations.</li> <li>-Preparation of studies on the development and implementation of the work process.</li> </ul>



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### Attended Courses

Course Name	End Date	Institute	Location	Course Field
<b>NLP Diploma</b>	2015	Tanami Training and Consulting	Syria-Lattakia	-Human Development. -Excellent grade. -SN: <b>0060060003</b>
<b>APNLP Level 2</b>	2016	Tanami Training and Consulting	Syria-Lattakia	-Human Development. -Excellent grade. -SN: <b>00450060003</b>
<b>Body Language Level 1+2</b>	2015	Tanami Training and Consulting	Syria-Lattakia	-Human Development. -SN: <b>0090060003</b>
<b>Physiognomy</b>	2015	Tanami Training and Consulting	Syria-Lattakia	--Human Development. -SN: <b>00100060003</b>
<b>Effective Strategies For Teacher</b>	2015	Tanami Training and Consulting	Syria-Lattakia	-Human Development. -SN: <b>00230060003</b>
<b>Sales Basic</b>	2016	Tanami Training and Consulting	Syria-Lattakia	-Human Development. -SN: <b>005500600016</b>
<b>Life Skills</b>	2015	Tanami Training and Consulting	Syria-Lattakia	-Human Development. -SN: <b>00210060003</b>
<b>Personal Charisma</b>	2015	Tanami Training and Consulting	Syria-Lattakia	-Human Development. -SN: <b>003300600011</b>
<b>Social Etiquette</b>	2015	Tanami Training and Consulting	Syria-Lattakia	-Human Development. -SN: <b>084000640019</b> .

### Skills and Engineering Programs

Specialization of Program	Program Name	Level	Years of Experience	Last used Description
Microsoft Office	<b>PowerPoint</b>	Advanced	9	Still using
	<b>Word</b>	Advanced	9	Still using
	<b>Excel</b>	Advanced	9	Still using
Audio Processing	<b>Internet Programs</b>	Advanced	9	Still using
	<b>Adobe Audition</b>	Intermediate	7	Still using
	<b>Photo editor</b>	Advanced	4	Still using



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## Special skills

- Developing strategic visions, plans and tactics for all stages of Project Lifecycle.
- Ability to communicate and negotiate with others and teamwork.
- Good management of the requirements of the work.
- The capacity of the delivery of information to the receiving person in different ways.
- Former member of the world heritage band of music and singer and player on the Oud and Rhythm.
- Commitment to neutrality as the principle of the work in international organizations.

## Languages

Mother Tongue	Arabic		
Foreign Languages	Reading	Speaking	Writing
English	Excellent	Excellent	Excellent
Arabic	Excellent	Excellent	Excellent