

# Ahmad Zuheir Sukkar

**Address:** Damascus, Syria.

**C/P:** +963 956533128 (Call)

**Email:** [translator.ahmed.sukkar@gmail.com](mailto:translator.ahmed.sukkar@gmail.com)

+963 934062803 (WhatsApp)

[cfa.candidate.ahmad@gmail.com](mailto:cfa.candidate.ahmad@gmail.com)

---

## ➤ Professional Goal:

Seeking to leverage my extensive expertise in financial management to develop effective financial strategies that enhance efficiency and help achieve the company's goals. I aim to improve financial operations, provide accurate analyses to support informed decision-making, with a focus on achieving sustainable growth and minimizing financial risks.

## ➤ Education:

### Degrees and Date of Achievement:

#### 07 Feb. 2024 - Present

Executive Master of Business Administration (MBA), Syrian Virtual University, Orientation: Financial Management

#### 17 Jan. 2024 - Present

Research Master's Degree in Islamic Economics / Postgraduate studies, Damascus University, Faculty of Sharia

#### Spring 2021 – Present

Bachelor's Degree in Management Sciences, Syrian Virtual University, Major: Human Resources Management, Current Average: **82%**, Current Rating: Very Good, **GPA: 3**

#### Fall 2018 - Fall 2022 (Average: 80.38%)

Bachelor's Degree in Economics, Syrian Virtual University, Major: Finance and Banking, Average: **80.38%**, Rating: Very Good, **GPA: 3**

## ➤ Memberships:

- Syrian Association of Financial and Accounting Professions – Damascus Branch **2024**
- Syrian Financial Analysts Society **28 Aug 2024 - Present**
- Egyptian Translators and Linguists Association **10 Oct. 2019 – Present**

## ➤ Professional Experience:

### Private Tutor in Economics \_\_\_\_\_ Jul. 2018 – Present

I have worked as a private tutor for various economics subjects, including Principles of Statistics, Principles of Accounting 1, and Principles of Accounting 2, and other economic-related courses.

### Freelance Translator & Private English Tutor \_\_\_\_\_ 01 Jul. 2015 – Present

I have worked as a freelance translator and private English tutor. My translation projects have spanned various sectors, both financial and non-financial. Additionally, I have assisted high school and undergraduate students with their language courses and helped graduate students translate their research or selected chapters from Arabic to English and vice versa.

### Translator for Al-Ameen Accounting Program \_\_\_\_\_ 15 Sep. 2014 – 23 Jun. 2015

I worked as a translator at Al-Ameen Business Solutions (formerly known as Al-Ameen for Accounting and Warehousing) for a full year. However, the probation period (of a three-month period) was not included in the duration mentioned in the experience certificate.

Address: Damascus, Mazara, near Al-Iman Mosque

### Responsibilities:

- Translating Al-Ameen program into English
- Translating the brochure of Al-Ameen's Human Resources Management Program
- Using translation tools and software
- Performing other tasks assigned by management
- Reviewing and proofreading the existing translations in the program and correcting errors

### Achievements:

- Proposed and developed glossaries for program-specific terminology, which were implemented and helped reduce the issue of term inconsistencies across the program's windows and menus. The glossaries contained approximately 3,000 terms.

- Successfully standardized a large number of terms across different windows and menus in the program, using accurate and more commonly accepted terminology.
- Received many appreciation letters for performance and professionalism from management, including from Mr. Ali Saad Eddin and Mr. Marwan Arif.

**Assistant Director & Translator at Techno export Ltd ————— 30 Jun. 2006 – 30 Jun. 2012**

- Head Office Location: Prague, Czech Republic
- **Business Sector:** Contractor (Construction of oil and gas refineries, installation of air compressors)

**Responsibilities as Assistant Director**

- Coordinating with clients and related government entities

**Position or title: Assistant Director**

**Place of work: Damascus Branch Office**

Responsibilities as an assistant manager, including but not limited to:

- Coordinate with clients and relevant government agencies
- Follow up on submitted and awarded offers
- Follow up on call-for-offers announcements.
- Follow up on hotel and airline reservations for delegations, experts and engineers coming from the company's headquarters
- Follow up on the movement of letters of credit (L/C) for the relevant tenders
- Coordinating with banks and relevant financial bodies
- Preparing technical, financial and legal offers for submission
- Other tasks related to my position

**Responsibilities as a language translator include but are not limited to**

- Translate official documents and documents related to the field of work
- Translate tender books, tenders and official letters as assigned by management
- Translation of offers
- Other translation tasks as required or assigned by the management and the resident director.

**From 01 Jan. 2006 – 31 May. 2006**

I worked for Chamout Tourism, Travel, Immigration and Translation Services as a translator and administrative officer for a short period of time with the following tasks and responsibilities:

**Duties and responsibilities as a translator:**

- Translating official and legal documents from and to Arabic and English
- Translate general and special power of attorneys to and from Arabic and English
- Translate marriage contracts and divorce statements to and from Arabic and English
- Translate family books and inheritance statements from Arabic and into English

**Duties and responsibilities as an administrative officer:**

- Submit and follow up on online requests for embassies
- Coordination with embassies and clients
- Other administrative and office tasks

**From 01 Jun. 2005 – 31 Dec. 2005**

I worked for United Aviation Services Company in Dubai Airport Free Zone/United Arab Emirates in the Aircraft Refueling Operations Department as an Operations Analyst and Computer Programmer.

**Duties and responsibilities were as follows:**

- Obtaining the necessary permits
- Coordinating with fuel suppliers around the world and airport ground-service handlers
- Other administrative and office responsibilities

**From 01 Jan. 2005 – 31 May. 2005**

I worked for Royal Index, "a Financial Brokerage and Forex Trading Company" - Dubai/United Arab Emirates

**The most important tasks were as follows:**

- Trainer on financial indicators and charts
- Financial representative of the company
- Tracking the performance of financial market indexes.
- Financial brokerage

**From 01 Jun. 2004 – 31 Dec. 2004**

I worked at Al-Fares Trading Company as an assistant manager for translation, commercial correspondence and administrative affairs

**Tasks and Responsibilities:**

- Commercial correspondence with the company's customers and suppliers
- Communicating with companies to obtain quotations
- Other administrative tasks

**Translation Tasks:**

- Translation of commercial contracts
- Translating invoices and other supporting documents
- Translation of bills of lading

**From 01 Jan. 2004 – 31 May. 2004**

Ghubair Trading Company for timber trading and its supplies

**Tasks and Responsibilities:**

- Commercial correspondence with the company's customers and suppliers
- Communicating with companies to obtain quotations
- Other administrative tasks

**Translation Tasks:**

- Translation of commercial contracts
- Translating invoices and other supporting documents
- Translation of bills of lading

**➤ Courses, Workshops, Seminars, and Self-Development:****In the Field of Academic Specialization:****20 Sep. 2024 – 20 Dec. 2024:**

- Preparatory Course for the Syrian Certified Financial Analyst Certificate / Instructors:  
A group of elite professors and lecturers from the Faculty of Economics at Damascus University, under the supervision of the Syrian Financial Analysts Society, in partnership with I Zone Business Center – approximately 90 training hours.
- **20 May. 2024:**  
Lecture titled "Stocks and Bonds – Their Legal Rulings and Jurisprudential Regulations" by Dr. Mohammad Fakhri Al-Swailih / Islamic Economics Club- IEC.
- **11 May. 2024:**  
Lecture titled "Oil Price Fluctuations and Their Impact on Economic Policies" by Dr. Mohammad Bin Bouzian / Islamic Economics Club- IEC.
- **15 Jul. 2023:**  
A quick 3-hour online workshop on negotiation skills, organized by Torjoman Al-Arab establishment / Instructor: Dr. Afaf Jibril.
- **03 Jul. 2023:**  
A quick 3-hour online workshop on leadership skills, organized by Torjoman Al-Arab establishment/ Instructor: Dr. Mohammad Alwaishi.
- **18 Jun. 2023 – 12 Sep. 2023:**  
Professional Diploma in Legal Sciences and Commercial Arbitration with a "Very Good" grade – Diamond Future Academy / Damascus.
- **28 Feb. 2023 – 07 Nov. 2023:**  
Finance Coach Academy for Professional Training / Arab Republic of Egypt – Preparatory Course for the Certified Financial Analyst (CFA) – Level 1.
- **15 May. 2022 – 15 Aug. 2022:**  
Finance Coach Academy for Professional Training / Arab Republic of Egypt – Financial Modelling and Financial Statement Analysis, and Forecasting Future Company Profitability.
- **23 Aug. 2015 – 11 Nov. 2015:**  
Intermediate Accounting (IA) course in English at the Professional Development Institute (PDI), Salhiya, Damascus, Syria.
- **22 Feb. 2015 – 22 Apr. 2015:**  
Accounting Principles (AP) course in English at the Professional Development Institute (PDI), Salhiya, Damascus, Syria.

- **21 Nov. 2009 – 21 Jan. 2010:**  
Training course on Al-Ameen software for accounting and warehouse management at FCO Financial Consulting Office / Certified Accountant Mr. Ziad Ibrahim Al-Khatib.
- **01 Jun. 2009:**  
Training course in technical analysis on the Windsor Direct 4 program / at Windsor Brokerage and Investment, in cooperation with the Damascus Informatics Club, under the supervision of trainer Bahjat Taleb.
- **14 Apr. 2009:**  
Introductory training course in technical analysis and international stock exchanges and currency trading.
- **01 Apr. 2004 – 01 Jun. 2004:**  
Al-Ma'moun International Center – Principles of Financial Accounting, Bookkeeping, Inventory taking, and Balance Sheets preparation / under the supervision of Certified Accountant Mr. Mohammad Bashir Al-Tawil.
- **15 Feb. 2004 – 15 Apr. 2004:**  
Al-Ma'moun International Center – Computerized Accounting course using Al-Ameen, Al-Edari, Al-Rashid, and Al-Khazin programs.

### ➤ **Courses and Workshops in Languages and Translation:**

- **10 Oct. 2019:**  
Certified translator at the Egyptian Translators and Linguists Association (ETLA) for Arabic-English language pairs, specializing in general translation. Certification available upon request, signed by Dr. Hossam El-Din Mostafa, Association President.
- **05 Jul. 2019:** Recommendation letter from the Arabic School of Translation, available upon request.
- **11 Jul. 2019 – 12 Sep. 2019:**  
Arabic School of Translation / Cairo, Egypt – Training course in professional written translation (Professional Translation Skills – PTSP) – Online course under the supervision of Dr. Hossam El-Din Mostafa, Ph.D. in Applied Translation and President of the Egyptian Translators and Linguists Association.
- **11 May. 2019 – 29 Jun. 2019:**  
Arabic School of Translation / Cairo, Egypt – Creative and Promotional Translation (Transcreation) training course – Online course under the supervision of Dr. Hossam El-Din Mostafa.
- **08 May. 2019 – 03 Jul. 2019:**  
Arabic School of Translation / Cairo, Egypt – Religious Texts Translation Scholarship – Online course under the supervision of Dr. Hossam El-Din Mostafa.
- **09 Apr. 2019 – 10 May. 2019:**  
Arabic School of Translation / Cairo, Egypt – SDL Trados 2019 Workshop – Online workshop under the supervision of Ms. Shaheera El Khial, General Manager of the school.
- **08 Apr. 2019 – 09 May. 2019:**  
Arabic School of Translation / Cairo, Egypt – Literary Translation Workshop – Online course under the supervision of Dr. Hossam El-Din Mostafa.
- **07 Apr. 2019 – 05 May 2019:**  
Arabic School of Translation / Cairo, Egypt – Journalism Translation Workshop – Online course under the supervision of Dr. Hossam El-Din Mostafa.

#### **Translation Courses at Al-Moain Language Center:**

- **01 Jun. 2014 – 08 Jul. 2014:** Level 2 in General Translation.
- **23 Apr. 2014 – 29 May. 2014:** Level 1 in General Translation.

#### **Courses at the Higher Institute for Translation and Interpretation:**

- **12 Jun. 2011 – 10 Jul. 2011:** Sworn and Legal Translation Course / Higher Institute for Translation and Interpretation / Damascus University / Level 2.
- **24 Mar. 2011 – 24 Apr. 2011:** Sworn and Legal Translation Course / Higher Institute for Translation and Interpretation / Damascus University / Level 1.

#### **Courses at Dar Al-Mustaqbal Language Center:**

- **04 Feb. 2006 – 12 Apr. 2010:** Cutting Edge Series – Advanced P2 / 460 study hours.
- **20 Apr. 2002:** Completion of Look Ahead Series – Advanced P2 and passed the final exam, including the preparatory course for the TOEFL (Test of English as a Foreign Language).

➤ **Skills:**

**Language Skills:**

- Advanced proficiency in both English and Arabic.
- Basic knowledge of Russian.

**Technical Skills:**

- Microsoft Office Suite (Word, Excel, PowerPoint) – Advanced.
- Social media tools and Internet browsing – Excellent.
- Fast typing speed (80+ words per minute).

**Professional Skills:**

- High planning and analysis skills
- High attention to detail and accuracy.
- Strong leadership and team management capabilities.
- Excellent communication and presentation skills.
- Expertise in financial translation and economic analysis.
- Ability to work under pressure and meet tight deadlines.
- High ability to adopt with different environments.
- Continuous ability to learning and self-development.

➤ **Languages:**

- **Arabic:** Native speaker.
- **Russian:** Beginner level.

**English:** Advanced level.

➤ **Personal Information:**

- **Date of Birth:** 20 Jun. 1980.
- **Gender:** Male.

**Marital Status:** Single.

**Military Service Status:** Exempted.

➤ **References:**

- **Prof. Dr. Maher Adanov / Lecturer at the Syrian Virtual University**  
My professor in the "Organizational Finance" course (fourth year)  
**Phone No. 00963993654864, 00963994294850**  
**University email:** [t\\_madanov@svuonline.org](mailto:t_madanov@svuonline.org)
- **Ms. Raghda Anbar / Lecturer at the Syrian Virtual University**  
My professor in the English Language (Level 3)  
**Email:** [t\\_ranbar@svuonline.org](mailto:t_ranbar@svuonline.org)
- **Prof. Dr. Huda Rajab / Lecturer at the Syrian Virtual University and Damascus University**  
My professor in the "Microeconomic Analysis" course  
**Email:** [t\\_hrajab@svuonline.org](mailto:t_hrajab@svuonline.org)
- **Mohammad Al-Omari / Maintenance and Technical Support Manager at Technoexport**  
**Phone No. : 00963933259990**