

**Rame Khsaem**

New Aleppo, Al-Shuhada Neighborhood, Aleppo, Syria

Phone: +963969162253 / 0215237129

Email: ramekhsaem2@hotmail.com

Nationality: Syrian Arab • Date of Birth: 01/01/2001 • ID: 02040316449 • Driving License: B

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**PROFESSIONAL SUMMARY**

Dedicated and results-driven Business Administration graduate with comprehensive experience in administrative management, coordination, procurement, and community volunteer work. Proven ability to lead teams, manage diverse tasks under pressure, and prepare detailed reports. Adept at communication, problem solving, and utilizing computer skills to enhance business operations.

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**WORK EXPERIENCE****Al-Qatirji Company**

*Deputy Administrative Manager / Internal Coordinator / Procurement Officer*

*Duration: 1 Year*

- Coordinated internal processes and managed administrative tasks.
- Oversaw procurement activities and maintained vendor relationships.
- Prepared detailed reports to support decision-making and process improvements.
- Acted as an internal coordinator ensuring smooth operational workflow.

**Saed Association (Volunteer)**

*Food Distribution Volunteer*

- Assisted in planning and executing food distribution initiatives.
- Collaborated with team members to ensure timely and quality service delivery.

**Ahl Al Khair Association (Volunteer)**

*Bread Distribution Volunteer*

- Supported daily bread distribution efforts to assist community members.
- Engaged directly with beneficiaries, enhancing communication and service efficiency.

**Syrian Family Planning Association**

*Public Body Member*

- Contributed to initiatives focused on family planning and community health.
- Collaborated with multidisciplinary teams to improve outreach programs.

## **EDUCATION**

### **Al-Ittihad Private University, Aleppo, Syria**

Bachelor of Business Administration – Graduated

- Relevant Coursework: Management, Finance, Marketing, and Organizational Behavior.
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## **CERTIFICATIONS & TRAINING**

- **ICDL Course** – UNICEF
  - **Entrepreneurship Course** – UNICEF
  - **Human Development Course** – UNICEF
  - **Mobile Devices Maintenance Course**
  - **Marketing Course**
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## **SKILLS**

### **Personal Skills:**

- Excellent communication and teamwork abilities
- Strong problem solving, research, planning, and organizational skills
- Ability to work under pressure with a continuous desire to learn
- Effective interpersonal skills for engaging with diverse age groups and customer persuasion

### **Communication Skills:**

- Developed through direct interaction with children, the elderly, and various community groups during volunteer activities.

### **Organizational & Managerial Skills:**

- Experience in team collaboration and occasional leadership roles
- Proven capability in coordinating multiple projects and meeting deadlines

### **Computer Skills:**

- Proficient in Microsoft Office Suite (Word, PowerPoint, Excel)
- Familiar with both computer and mobile technologies

## PERSONAL INTERESTS

- Keeping up with advancements in computer and mobile technologies
  - Driving and exploring automotive trends
  - Athletics and maintaining an active lifestyle
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## ADDITIONAL INFORMATION

- **Languages:** Fluent in Arabic and proficient in English
- Committed to community service and continuous professional development