

***CV of Mrs. EMEL AKSOY***

**PERSONAL INFORMATION**

Name : Emel Aksoy

Address: QATAR/DOHA

GSM : 66753198

E-mail : [emel.aksoy2007@gmail.com](mailto:emel.aksoy2007@gmail.com)

Nationality : TURKISH/SYRIAN

Date of birth : April -1982

Gender: Female.

Marital Status: Married

**WORK EXPERIENCE:**

**1. Name and address Of employer: Zade Akademi Center, Mersin, Turkiye**

Type of business or sector: Educational Advisor, HR Department

Occupation or position held: Administrator

Dates: June 2019- February 2021

**2. Name and address of employer: Alarabiyaturk Tourism, Consulting and Educational Services Ltd. Co.**

Type of business or sector: Educational Services Advisor.

Occupation or position held: Administrator.

Dates: September 2016 – December 2018

**3. Name and address of employer: Saudi Cultural Attaché - Saudi consulate, Dubai, UAE**

Type of business or sector: Educational Advisor.

Occupation or position held: Administrator

Dates: June 2009 - June 2011

**4. Name and address of employer: UniAdmission LLC – Knowledge village, Dubai, UAE**

Type of business or sector: Admission to study in the UK, Australia, USA, Canada, New Zealand

Occupation or position held: Administrator

Dates: July 2007 – December 2008

**5. Name and address of employer: Al - Delta LLC in Sharjah - UAE**

Type of business or sector : Human Resources & Consultancy

Occupation or position held: Accountant - Human Resource Officer

Main activities and responsibilities: Pre-Accounting - Human Resource – Customer Service

Dates: February 2007 – June 2007

**6. Name and address of employer: Commercial Bank of Syria / Latakia - Syr**

Type of business or sector: Banking

Occupation or position held: Teller.

Main activities and responsibilities: Cashing checks, and loan payments

Dates: February 2006 – February 2007

**EDUCATION AND TRAINING**

**EDUCATION** : September 2002 – August 2006

Uni. of Teshreen - Faculty of Economics & Trade Science.

Bachelor Degree in Economics & Accounting Science

**TRAINING** : Administrative, 12<sup>th</sup> July 07

- Glasgow University in the UK, Mr. Tukka Antullah, International office

Administrative, 16<sup>th</sup> August 07

- University of Hertfordshire in the UK, Mr. Timothy Stuart Edwards, Marketing Manager for BA (Hons), MA

Administrative, 27<sup>th</sup> August 07

- INTO University partnerships LTD, Mrs. Janet OAG, Regional Director

Administrative, 15<sup>th</sup> September 07

- The university of Hull in the UK, Mrs. Perhan, International office

Administrative, 7<sup>th</sup> October 07

- Coventry University in the UK, Mr. Jonathan Vincent, BSC (Hons) PGCE International office

## **PERSONAL SKILLS AND COMPETENCES**

1. Native Language : Arabic
2. Other Languages :
  - ✓ English: Intermediate
  - ✓ Turkish: Good

## **ARTISTIC SKILLS AND COMPETENCES**

Music, Poetry, Drawing & Photography.

## **TECHNICAL SKILLS AND COMPETENCES**

Uses MS Windows 98/2000/NT/Me/XP/7/8/10

Uses MS Office.

- Word.
- Excel.
- Power Point.

Ability to learn & use any software in a short duration.

**References** : Available upon Requisition