

AKRAM ABDERRAHMAN AZAAR

DEGREE IN BUSINESS ADMINISTRATION

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◀Summary▶

- Outstanding Academic Records at the University of Granada.
- Business administration knowledge and skills gained through 4 years studying business sciences in college and attending several courses.
- Fluent in spoken and written English (C1 level) as well as Arabic.
- Recognized qualification in Microsoft Office 2013™, IT management applications and Office automation for secretary services

◀Work experience▶

Intern University of Granada

07/2014-->

Advise students through the enrolment procedure by telephone assistance or in the office

Bookkeeper, Eis Café, Birmingham (Erasmus Placement)

06/2013-10/2013

- Computerization of accounting and installation of accounting software
- Review, control and updating of accounting documents (invoices, receipts, etc.)
- Reporting and stock management

◀ Education and training ▶

Business Administration Degree

2010-2014

Cyril and Methodius University in Skopje (2013-2014)
University of Granada (2010-2014)

- Award for best academic record at Faculty of Social Sciences for two consecutive years (2011-2012)
- Research student under the guidance of Dr. Miguel Ángel Pérez Castro

High school of Social Sciences

2008-2010

I.E.S Miguel Fernández

- Award for best academic record at I.E.S Miguel Fernández. (2010)
- Main subjects: Economics, Mathematics, English and Philosophy.

◀Computer Skills▶

- IT management applications (Contaplus, nominaplus y facturaplus)
- Outstanding command of Microsoft Office 2013™ tools (Excel, Word, Powerpoint, Access,, and publisher)
- Windows 7 (Advanced level)
- Office automation for secretary services

◀Languages▶

SPANISH
Mother tongue

ARABIC
Intermediate

ENGLISH
C1 level (by Cambridge
University)

◀Personal skills▶

- Timeliness and quality of my work.
- Meticulous, organized and ever willing to learn.
- Excellent communication skills gained through my experience as a student representative.
- Ability to develop formal business written document such as letters, circulars, proposals, enquiries, etc.

◀Other diplomas▶

- Advanced Accounting
- Introduction to Marketing. Issued by Wharton University
- Trainer of Trainers
- Labor Risk Prevention
- Executive Secretaries