

Rebal Aswad

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Personal Summary

I am a Hard-working person who pays attention to detail. Flexible, quick to pick up new skills and eager to learn from others. I am confident, ambitious and highly motivated, patient, positive, loyal to my work.

I'm keen to work for a business with a great reputation and high profile that would provide me with the opportunity to put my personality, skills and successes to work.

Languages

Arabic : native.

English: excellent.

Computer skills

*Microsoft Excel, Word, Outlook.

* Good typing speed.

Hobbies



Education

BSc, Economics.



Tishreen University – Latakia – Syria

2013 – 2019

Work experience

Al Wassel Co.

SISTER COMPANY OF(SYRIATEL)

MAIN TELCOM COMPANY IN SYRIA



October 2015 – October 2018

Sales Support Representative

Latakia – Syria

*Handled customers' orders of cell phones units, sim cards and inquiries.

*Balance transfer to the company's representative.

*Transfer credit to a customer.

*Distribute sims to delegates.

*Send daily reports on sales.

*Send daily reports on the status of sims and licenses.

Al Fouad Money Transfers



November 2018 – October 2019

Customer Service Officer

Latakia – Syria

*Managing and Supervising the paperwork for customers' incoming and outgoing money transfers.

Professional skills

*Al Ameen Accounting Software.

*Basic Marketing and Sales skills.

Active member in Syrian Youth Foundation for Voluntary Work since 2012

*Responsible for a shelter center in Latakia, Syria

Assisting arrivals from war zone in Syria by providing food baskets and providing them with the necessary needs of first aid and medicines in coordination with the Syrian Arab Red Crescent and other international organizations like UN, WFP