

Sevin Mustafa

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Personal Information:

Full name: Sevin Abdulhamid Mustafa

Gender: Female

Date of birth: 1 January 1994

Nationality: Syrian



Education

Bachelor Degree in communications engineering, Faculty of electronic and electrical Engineering, university of Aleppo, Syria

From September 2013 to September 2018 .

Work experience:

December 2019 to September 2020

Americana group, Hardee's restaurant, Erbil(Iraq)

Served as a team member in the restaurant.

Served as a cashier in the dine in point in the restaurant and a cashier in the drive through point in the restaurant .

February 2019 to October 2019

Al-haram for money transfer, Aleppo (Syria)

Served as Accounting Online .

Follow-up to the external and internal movements of the agent and the agent revealed an account with each company

Follow-up to the delegate's movements available in countries where the transfer service and verify the validity of the amounts transferred

Send the amount sent by the delegate to the desired branch through the proxy account that I worked for him.

June 2019 to October 2019

Al Radwan company ,Aleppo (Syria):

Sales support assistant & Accountant

AL RADWAN Company is a medical supplier for orthopedic implants and instruments covering a wide range of products in Syria .

January 2018 to December 2018

AL BORAQ telecom , Aleppo (Syria) :

The official agent approved for Samsung in Syria

Served as Customer service and maintenance receptionist

Receiving devices for maintenance from customers and detecting programming and non-programming errors

Determine the cost of repair in case of misuse

Receive all inquiries from customers about any product within the company and assist them in dealing with any device within the store.

February 2017 to December 2018

Al Kalima Private School , Aleppo (Syria):

Primary & Secondary School Teacher .

Served as a Mathematics, science, English Language Teacher for the primary and secondary levels schools.

Served as a member of the student's guiding and supervisory committee.

Participated in supervising students' mid-terms and annuals exams.

September 2016 to February 2017

Miss one Women's Clothing and Fashion, Aleppo (Syria)

Served as focal point for marketing and as an accountant of the miss one's sales shop.

Training courses:

Leadership Skills" Training

Creating Future Leaders Project, Egyptian Center for Science and Development. Dec 2019, Erbil, Kurdistan Region of Iraq.

The Global Human Rights Education and Training

Ibn- Al- Mustawfi Social Development Organization, ISDO. Dec 2019, Erbil, Kurdistan Region of Iraq.

Digital skills:

MS Office: excel, word, power point

Adobe Photoshop

Matlab

Internet: outlook, social media

Languages skills:

Kurdish: mother tongue

English: very good

Arabic: fluent