




PERSONAL INFORMATION

Zein Mona



 Erbil (Iraq)
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Sex Male | Date of birth 27/02/1991 | Nationality Syrian

WORK EXPERIENCE

01/03/2019–Present

Accountant

QUICK TRVEL CO., Erbil (Iraq)

- preparing accounts and tax returns.
- administering payrolls and controlling income and expenditure.
- auditing financial information.
- compiling and presenting reports, budgets, business plans, commentaries and financial statements.
- analysing accounts and business plans.
- Working on Parayda system for accounting.
- Working on MS (EXCEL , WORD , POWERPOINT)

01/06/2018–01/03/2019

Employee booking tickets and tourist reservations

Quick Travel, Erbil (Iraq)

- Book tickets on several airline systems worldwide.
- Coordinate and organize tourist attractions to several countries in the world.
- Work on email, coordinate all business and answer all calls and inquiries.
- Coordinate all papers for visa application to all countries.

14/01/2017–30/11/2017

HR Coordinator Assistant

Syriatel Mobile Telecom S.A, Lattakia (Syria)

- Answering employee requests and questions.
- Coordinate and delegate task to the appropriate person of the team.
- Update and keep employee records in check.
- Assisting with the recruitment and interview processes.
- Help supervisors in assessing employee engagement and evaluation.
- Administering various employee benefits programs, such as group insurance, longterm disability, pensions, and profit sharing.
- Maintain HR team's calendar (schedule meetings, interviews, HR events etc.).
- Create and submit reports to senior management.
- Formulating methods to improve employment policies, processes and practices as well as recommending changes to management.

2016–2017

Lawyer intern

Legal Office, Lattakia (Syria)

- Paperwork.**
- Organizing lawsuits.**

2016–2017 Volunteer

Rayet Al-Shaheed organisation, Jableh (Syria), Latakia (Syria)

- Participation in camps which organised by the association.
- Help those affected by war and their families.
- Supervising the work of volunteers during the field work.

01/2014–01/2016 Volunteer work

Syrian Computer Society, Lattakia (Syria)

<http://www.scs.org.sy>

Active participant in organizing many activities held by the society during the years 2014 - 2016 , and particularly :

Participation in the activities of the Fair of Softwares in the World of Engineering in 2014 and 2015.

Participation in organizing the Fair of Robot "Roboday" in 2014 and 2015.

Business or sector Professional, scientific and technical activities

01/12/2014–01/01/2016 Computer equipment operator

Icarda Academy for Technical, Education, and Science Institute, Lattakia (Syria)

Assistant supervisor.

Repair computers.

Managing maintenance Sector.

2011–2014 **Structurl Supervisor & Sailer**
ALZARKA Constactions, Lattakia (Syria)

04/2009–02/2011 **Computer equipment operator**
Sama Syria LTD., Lattakia (Syria)
Repair computers and mobiles.
Software/Hardware.

EDUCATION AND TRAINING

2012–2018 **Bachelor degree at Law**
Tishreen University, Lattakia (Syria)
Civil and international law.
Legislation.
Economy.
Management.

07/2014–12/2014 **Certificate in computer maintenance software/hardware**
Icarda Academy for Technical, Education, and Science Institute, Lattakia (Syria)
Repairing computers.
Skills in computing.
Software computers.
Hardware computers.

PERSONAL SKILLS

Mother tongue(s) Arabic

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	B2
IELTS 5.5					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills **Patient, responsible, giver, know how to work with groups and communicate with people, hard worker.**

High spirit, confident, executes multiple tasks at once, identify problems and develop solutions, friendly, and competitive.

Organisational / managerial skills **I have gained many skills in communicating from my work experience in many jobs I worked in, out there I had to communicate and deal with people and understand more about their interests and desires.**

Job-related skills

- Critical thinking in work for every step a project from planning to design to construction.
- high skills to work with maps, drawings, and models.
- high quality to step up to the task and manage a diverse team.

- a creative mind and ability to develop solutions.
- Ability to Work Under Pressure.
- Data Analysis.
- microsoft office.
- Computer & Internet.
- Administration.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Independent user	Proficient user	Proficient user

Digital skills - Self-assessment grid

Driving licence B