

# Curriculum vitae

## PERSONAL INFORMATION

Amjad Ibrahim



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## JOB APPLIED FOR

job opportunity

## EDUCATION AND TRAINING

15/09/2014–15/06/2019

Civil Engineering

Tishreen University, Latakia (Syria)

## WORK EXPERIENCE

01/05/2017–31/01/2020

Sales Officer

Orange mall, Latakia (Syria)

- Recommend and select products for customers based on their individual needs
- Describe products and explain their benefits and uses to potential customers
- Communicate with customers in person, by phone and by email to understand their needs
- Maintain a working knowledge of the company's various products and services
- Establish and nurture relationships with past customers and potential customers to facilitate sales
- Find potential customers through networking, cold calling and industry research to increase sales
- Use data to help customers understand how products can help them achieve their goals
- Complete administrative tasks, such as processing and recording sales, as needed

01/08/2018–31/01/2020

Volunteer

Peace Makers, Latakia (Syria)

I participated in many community activities in the vision of building peace through art, deepening the culture of Syrian heritage, activating, empowering and building the capacities of youth.

## PERSONAL SKILLS

Mother tongue(s)

Arabic

Foreign language(s)

English

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
B2	C1	B2	C1	C1

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

- Ability to contact customers
- Excellent verbal and written communication skills, including the ability to make presentations
- Quick thinking to provide creative solutions that address customers' needs and concerns

- Listening
- Friendliness
- Confidence
- Respect

Digital skills

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

Digital skills - Self-assessment grid

Driving licence    B

ADDITIONAL INFORMATION

Computer Skills    Office Package

- Interests
- Volunteer Work
  - Reading
  - Sports