



# Alaa Karkoa

BSc Economics - Bachelor of Economics

Expert in supply chain management , teams leading and supervising ,  
organizing , market analysis , accounting and management  
Expert with MS office suit and Google toolkit .

## Education

### MA Economics – Damascus University

**Ma. Economics** - Economics and Planning section

Damascus University, Syria

2 semester study program and 1 sem. for Thesis.

**no degree:** because of the circumstances that have passed through  
my country which interrupted the master thesis.

### BSc Economics – Tishreen University

**Bachelor of Economics** –Major of: Economics and Planning

Tishreen University, Latakia Syria

8 Semesters study Program.

**Degree title:** License, the degree corresponds to a national university  
degree at bachelor level.

## Practical Experience

3.2021 –1.9.2023

Contracts Department of the City Council ( government administrative  
sector )

My responsibilities were analyzing the financial section of the contract ,  
keeping a copy of it and monitoring the contract disbursement .

9.2017 – 1.2021

**Independent Construction Contractor**

My responsibilities were including supply chain , financial and teams  
management , organizing , negotiation with suppliers and buyers and  
coordinating with engineers who where responsible for construction  
works, In addition I was responsible about obtaining the necessary  
licenses from financial and real estate agencies

4.2015 – 7.2017

**Construction Project Manager**

My responsibilities were including supply chain , financial and teams  
management , organizing and coordinating with engineers who where  
responsible for construction works.

11.2013 – 4.2015

**Associate Construction Project Manager**

My responsibilities were including assisting the manger with supply chain  
, financial and teams management , checking the quantity of the  
materials that we asked for while the engineers checks the quality and  
supervise the proper storage of materials in warehouses

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Country of residence:  
United Arab Emirates ,  
Sharjah , Al Estiqlal St

## Courses and Training

23.02.2023 – 10.3.2023	Warehousing and Material Handling ( Oxford Home Study Center )
02.07.2020 – 5.10.2020	Trading accountant and Al-Ameen Accounting system program ( ICARD)
02.03.2020 – 20.3.2020	Business world skills ( Syria trust for development )
02.02.2020 – 1.03.2020	Project Management ( UNDP-Ministry of Social Affairs and Labor –YEP )
01.03.2019 – 01.04.2019	Human Resources Management ( The European academy)

## Languages

Arabic– Native language ( fluence )

English – B2 level. ( upper intermediate ) Very good in writing , reading, good in Conversation

## Licenses

ICDL license from Syrian Computer Society – European Computer Driving License Foundation  
Driving license class C from Ministry of interior- Traffic Police Dept .

## Computer skills

MS office suit Excel – Word – Power point – Project – Access – Outlook	Google toolkit	Android	Windows 10
Expert	Expert	Expert	Expert

## Additional information

I draw myself on a personal level:

- High level of organizing and managing time .
- Ability to learn rapidly and adapt quickly to changing situations.
- High level of effective communication skills .
- High level of initiative.
- Ability to make difficult and unpopular decisions.
- Fully accepts for all responsibilities and meets deadlines.
- Having a passion with constant learning .

In the past two years , I self-taught some programming with python and java programming languages , where I built an app on android for Tax calculations to facilitate work in the City Council of Latakia .

## References

Available on request .

**Alaa Karkoa**

**UAE , Sharjah 7 Sept 2023**