**Curriculum Vitae**

**Khalil Al-Habal**

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Muhajreen, Damascus- Syria

**PERSONAL:**

Date of birth: March 22, 1993 Marital status: Single Nationality: Syrian

Military service: Exempted

**EDUCATION:**

* **Preparatory Degree in business administration at HIBA** (Higher Institution for Business Administration) - 2014
* **Bachelor degree in Management – majored in management information** **systems** **at HIBA**– 2016.

**PROFESSIONAL**

**EXPERIENCE**

* **Internal audit activity - quality management system audit - Syriatel telecommunications Corp. (Sep. 2016 - Current)**

Tasks and duties:

- Prepare for audit assignments per audit plan or as

Ad-hoc audits

- Conduct audit assignments against determined

audit references, take notes and sampling

- Write conclusive audit reports including sample analysis

\* Audit assignments involved in:

- MIS departmental audit

- Billing process audit

- Information security departmental audit

* **Freelance translation**

- Website content

- Bills of quantities for tenders

- Research papers

* **Internal Auditing and business process management for Souccar & Sons co.** (Since April 2016)

*Where I worked in the* ***Quality Assurance*** *department and my tasks involved:*

* The development of business process models
* Setting up and adapting for an internal audit methodology
* **Worked on a Data-mining project (shopping basket analysis) for Class Mall-Jaramana – 2016**

The project’s inputs were the mall’s shopping market recorded transactions data in its database; and the outputs were association rules, to be used to reach an outcome of sales increase.

* **Translation for Talal Abu Ghazaleh & co.** (2014 - 2015).

*Where I worked on the following separate projects:*

* Academic book : 500 pages
* Internal control procedures: 400 pages
* 10 years of accounting sheets
* **Accountant/Cashier for ALTC.** (June – September 2015)

*Where my main tasks were:*

* Registration and processing of financial transactions for customers
* Handling deposit and withdrawals of the center’s finances
* Preparing daily accounting paper work
* Keeping inventory of books and handling their sales

**SKILLS:**

* Computer skills: great Experience at handling and operation needed skills for any professional needed encounter.
* Enrolled in a Data science and Machine learning course.

**LANGUAGES:** Arabic: mother language.

English: Fluent (speaking, reading and writing)

TOFEL PBT score: 630 (4.0 in writing)