

Abeer Badawi

Damascus, Tijara

PERSONAL INFORMATION

Age: 53 years

Nationality: Syrian Gender: Female Phone: 0933525602

Email: abeerbadawi03@gmail.com

CAREER INFORMATION

Work Cities: Damascus

Educational Level: Master Degree Experiences: More Than 10 years Current Job Status: Working

Education

Integration of technology in education (MITE) at Syrian virtual university

Grade 86

Date 01 - 2023

Training Course

Developing Instructional online skills at Ministry of Education - Syria

Date 10 - 2022

Training Course

ICDL at scs

Date 09 - 2019

Bachelor Degree

Arabic & Islamic studies at Da'wa faculty.

Grade 86

Date 06 - 2004

Deploma

education at Damascus university, Faculty of Education

Date 01 - 1998

Deploma

Translation at Damascus university, Faculty of Literature/ English Department

Grade 57

Date 06 - 1995

Bachelor Degree

English literature at Damascus university

Skills

Tools and Fields of Expertise:

Languages:

Arabic



English





Work Experience

Manager Assistance at Ministry of Education - Syria

From 09 - 2022 to Until now

Assisting school manager and teach English.

Administration / Operations / Management

supervisor at Ministry of Education

From 09 - 2020 to 09 - 2022

control the students affairs at a secondary school.

Administration / Operations / Management

English teacher at Ministry of Education

From 09 - 2006 to 09 - 2020

Teaching English in government schools in Damascus.

Education / Teaching / Training

Commercial assistance at Techolead for Automation

From 08 - 2007 to 10 - 2009

Handling commercial tasks including correspondences, bids, projects supplying, and coordinating with other departments.

Project / Program Management

Marketing Manager at New Al Mawared Co.

From 06 - 2001 to 08 - 2006

Putting Marketing and advertising plans, executing, monitoring the market reaction, and coordinating with sales departments.

Marketing / PR / Advertising

Commercial assistance at New Al Mawared Co.

From 08 - 1998 to 05 - 2001

Executive commercial assistance; correspondence, bids, orders, offers, and logistics.

Logistics / Warehouse / Supply Chain

Administrative Manager at Al Hamra Computer Center

From 06 - 1996 to 07 - 1998

Administrative tasks as well as all commercial tasks of the company.

Administration / Operations / Management

Commercial Assistance at Omar Sankar Sons

From 09 - 1993 to 05 - 1996

Offers, bids, logistics, correspondence, banking, translation.

Logistics / Warehouse / Supply Chain

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