

Curriculum Vitae



PERSONAL INFORMATION

Name : **Khaled**
Surname : **Mamo**
Father's name : **Hasan**

CONTACT INFORMATION

mobile : **+964 751 820 5780** E-mail : **khaled.mamo.89@hotmail.com**

WORK EXPERIENCE

➤ 10/06/2018 – 30/05/2019 : Administrator Receipt of Goods at **View Market**, Park View, Erbil, Kurdistan Region.

Job description: Responsible for receiving the goods, confirming the validity date, quality and safety of the product in addition to confirming the numbers and quantities according to invoices attached to the goods.

➤ 20/03/2018 – 31/05/2018 : Operations Coordinator at **Trust Point Agency**, Ainkawa, Erbil, Kurdistan Region.

Job description: Responsible as an intern for online reservations and contact airlines for booking.

➤ 04/10/2017 – 15/01/2018 : Sales Supervisor at **Al-Ankabout Remittances Company**, Aleppo, Syria

Job description: Responsible for the marketing and advertising campaigns of the company to market the services provided.

➤ 01/03/2017 – 03/10/2017 : Treasurer / Teller at **Al-Ankabout Remittances Company**, Aleppo, Syria.

Job description: Responsible for the delivery and receipt of remittances.

➤ 01/02/2016 – 01/10/2017 : Sales Representative at **Confectionery development Industrial company/Katakit**, Aleppo, Syria.

Job description: Responsible for conducting field visits to customers from wholesale shops and supermarkets, and concluding agreements and defining conditions for the process of supplying goods.

➤ 16/03/2014 – 10/01/2016 : Accountant at **New Town Mall**, Aleppo, Syria.

Job description: Responsible for sorting and analyzing all commercial and debit invoices, as well as coordinating and processing the list of financial expenses and receivables.

➤ 01/03/2013 – 25/02/2018 : Lecturer at **Faculty of Economics**, Aleppo University, Syria.

Job description: Lecturer at the university and gave practical lessons.

➤ 19/09/2011 – 15/03/2014 : General Supervisor and the Administrator Receipt of Goods at **New Town Mall**, Aleppo, Syria.

Job description: I started working as an accountant selling point (Cashier) and then moved between the sections of the mall until I reached the Department of Finance.

EDUCATION

- Master degree of **Economics / Population Studies** : **very good 80.02%** Aleppo University, Syria 2017
- Bachelor degree of **Economics** (Banking And Finance Sciences) : **very good 78.78%** Aleppo University, Syria 2011

RELATED TRAINING / WORKSHOPS

- ✓ **style of working in Damascus Securities Exchange "DSE"** – September/2014
- ✓ **Advanced Statistical Analysis Trough Proper Scientific Method Applying on SPSS** – June/2014
- ✓ **"q-sys" ERB** in ACCAD INSTITUTE – may/2012

LANGUAGE SKILLS

- ❖ Arabic : **Mother Tongue**.
- ❖ English (reading , writing , speaking) : Very Good.
- ❖ Kurdish : (reading) : Very Good – (writing , speaking) : Good.

COMPUTER SKILLS

- 📁 Training experience in working on online booking programs on **Picasus** and **Iyate**, **Turkish Airline** , **Arabia lines** , **Fly Dubai**, **Sham wings**, **Miran** , **Flay Baghdad** and **Iraqi Airways**
- 📁 Expertise excellent in **Al-Ameen Accounting** Program.
- 📁 Expertise excellent about Questionnaire Analysis in **Statistical Package for Social Science** Programs "**SPSS**" .
- 📁 Expertise excellent in **Microsoft Office** Programs (Word , Excel , PowerPoint , Access).

PERSONAL SKILLS

- ★ Expertise excellent in dealing with people.
- ★ Resourceful , adaptable and dependable – able to meet deadlines
- ★ A team player – ability to relate one-on-one as well as in a group and reach common goal.
- ★ Good communication skills: listening , clarifying , writing , giving feedback and follow through.