



Yaroub Zain Aldeen
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WORK EXPERIENCE

Alaman Company **Alswidaa, Syria**
Human Resources (training and development Department) **2/2018 – 11/2018**
Trainer sales representatives

- Attracting staff
- Prepare questions for interviews
- Start preparing training courses
- Determine salaries for new employees

Your address **Alswidaa, Syria**
Comic **7/2018 – 10/2018**

- Polishing dishes
- Customers receiving
- Table processing
- Receive the application and submit it to Captain

Zaid Hatom Company **Alswidaa, Syria**
Sales worker internal **6/2015 – 2/2018**

- Serving customers and customers
- Promotion of existing goods
- Show the goods in the best form and the best place to be
- Take the work of the accountant in times of emergency
- Care to clean the workplace everyday

EDUCATION

AL Abjadya center for sciences (AIC) **Alswidaa, Syria**
Management of tourist offices **2016-2018**
Tourist certificate

AL Abjadya center for sciences (AIC) **Damascus, Syria**
Business Administration (H.R) **6/2017-8/2017**
Human Resources certificate

SKILLS

- Well Command of using MS-Office (Word, Power point).
- Excellent in using Social Media (E-mail, Facebook, Twitter, LinkedIn, instgram, youtube.) And Browsing the Internet.
- Excellent communication skills gained when I was working in company Hamad Hatom for 3 years
- Handle pressure very well being responsible for submitting more than five projects on time.

TRAININGS

- Galileo Travel port, Al Abjadya Center for Sciences, Jan 2018

LANGUAGES

- Arabic: Mother tongue
- English: Fluent (reading, writing, and speaking)

MEMBERSHIPS

-IHRM Member (Institute of Human Resource Management), Damascus, Syria since 2018

HOBBIES AND INTERESTS

Reading international business reviews, making new friends, volunteering, and traveling.

REFERENCES

1-T. anas allam aldeen
E-mail: anasjad4@gmail.com
2-manager: talea abo assi
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PERSONAL INFORMATION

Date & Place of Birth:	1995, Alswidaa, Syria
Gender:	Male
Nationality:	Syrian
Marital Status:	Single
Military Service:	Postponed

References available upon request