



Adnan Abdulrahman Alhasan

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Career Objective

I can apply my experience in Business administrative for the required vacancy requirements and carrying out administrative procedures to manage the day-to-day operations

I will be dynamic and have a high level of motivation enthusiasm and I can work well under pressure in a fast paced environment and will be a great team player who drives in working with a multicultural team

Experience

25 September 2018 – 4 February 2019 – **Sedar International Company For Curtains** – Kurdistan – Erbil – Project Sales Specialist

15 June 2018 – 21 September 2018 - **Balan Bazar** - Kurdistan – Erbil – cashier

4 September 2016 – 15 May 2018 - **Syria International Islamic Bank** – Syria- Damascus - legal compliance department , internal audit

Registration Date : 23 March 2016 –2 June 2018 / **Lawyers Syndicate** – Syria- Damascus - Lawyer

November 2010- April 2013/ **Manarat center for training and development**-Syria-Aleppo- Admin Assistant

February 2009 –March 2013/ **CO (Al Mjed For Trading)** - Syria-Aleppo –General Relations Dept

Education

Human Resource Management - **UNRWA** - (Syria- Damascus) - very good grade

BA in Law Science - **Syrian Virtual University** -(Syria- Damascus) - Faculty of laws

Training sessions / Workshop:

- **SHARIAN AUDITOR** (INTERNAL –EXTERNAL – CENTRAL) COURSE / SYRIA- DAMASCUS / **BANK TRAINING CENTER**
FROM 08 AUGUST TO 18 SEPTEMBER 2017 (40 HOURS) **CERTIFICATE – 83% GRADE**
- **ISLAMIC FINANCE AND BANKING COURSE** - / SYRIA- DAMASCUS / **SYRIA INTERNATIONAL ISLAMIC BANK** -
FROM 08 JANUARY TO 31 JANUARY 2017 (126 HOURS)
- **Course in Excel Expert 2016 – Al Tanmya Education & Development** / Syria- Damascus /
from – 26 December to 16 January 2017 / Certificate of completion
- **Work shop in Employability Skills -UNRWA** / Syria- Damascus / – from 14 to 28 April 2015-18 hours
Certificate of attendance/ Syria- Damascus /
- **Work shop in Neuro-linguistic programming (NLP) – Business Clinic** / Syria- Damascus / from
25 to 27 May 2015 (9 hours) - certificate of attendance
- **Work shop in small projects – Business Clinic** / Syria-Damascus/ from 5 to 13 March 2015 (15 hours)
- **Course in accountant programs – Manarat center for training** /Syria- Aleppo/ from 20 April
to 30 July 2011 (certificate in bazar and al khawarizmi)
- **Step 4 , English course - (Manarat Center For Training)** / Syria -Aleppo/ 7 July- 9 October 2012

Computer Skills

- **EXCELLENT IN COMPUTER PROGRAMS** (WINDOWS , WORD + POWERPOINT +EXCEL) Course in
international computer driving - **middle East Institute** / Syria -Aleppo/ from 14 June to
5 August 2010 (certificated in 12/11/2010)
- **Course for ic3 exam** (internet and computer core certification) **Manarat center for training**
4 December - 2011/ Syria -Aleppo/

Languages:

Arabic , Native language

English , **Reading:** good – **Speaking** : good – **Listening:** good

Turkish- Kurdish , Basic

Personal skills

good skills in contact and communication with customers

negotiating skills

business developing skills

good skills in problem solving

Team working

Career Level:

Career Level: Management

Notice Period to Work: immediately Upon Acceptable

Achievements

- I presented A workshop About " **legal compliance** " For SYRIA INTERNATIONAL ISLAMIC BANK Employees in **Syrian International Academy For Training & Development** - 10 February 2018
 - I was named for **presenting small creative program for children** and courses Manarat center /Al basel exhibition for Invention/ in Syria Damascus 2012
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References:

References are available on request .

Marital status : single

Date of Birth :1991-4-7

Nationality : Syrian

Address :

Erbil - Bakhtiari – Between Ankawa Bridge