

## PERSONAL INFORMATION

## Dilgesh Osman

 Erbil (Iraq)

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 dilgeshosman1996@gmail.com

Sex Male | Date of birth 10 Jan 1996 | Nationality Syrian

## WORK EXPERIENCE

2 Jun 2017–29 Aug 2017

**Finance Assistant**

Finance assistant at AL-Ankaboot International Company for remittances and exchange in Qamishli (Syria).

\* Archive department.

3 Nov 2017–26 Jan 2018

**Finance Officer**

Financial accounting officer at Haram company for remittances in Qamishli (Syria).

\* Data entry department.

1 Mar 2018–29 May 2018

**HR intern**

Save The Children organisation in Derik, Hassakah (Syria).

1. Processing of work vacancies.
2. Interviewing of the staff whose curricula vitae were accepted for work in the organisation.

1 Jun 2018–30 Jan 2019

**Reception service**

I worked on billing system and hotels programs (Booking, Fidelio, Opera, PMS). in Sheraton hotel, Lattakia, (Syria).

## EDUCATION AND TRAINING

21 Aug 2018

**Bachelor degree in math**

Science college, Al-Furat university, Hassakah (Syria)

■ Department of Applied Mathematics and software.

10 Nov 2018

**ICDL**

International Computer Drive Licence from Al-Basel center in Qamishli (Syria).

■ Microsoft Office (Word, Excel, Access, Powerpoint, Outlook).

22 Dec 2018

**NLP**

Diploma Holder of Neuro-Linguistic programming from Hakim Center in Qamishli (Syria).

22 Jan 2019

**TOEFL**

American language center (ALC) in Qamishli (Syria).

20 Feb 2019

**HR Assistant**

support human resources in companies and international organizations.

Hakim center in Qamishli (Syria)

## PERSONAL SKILLS

Mother tongue(s)     Kurdish

Communication skills     1. Excellent level of language communication/spoken and written/in English.  
2. Excellent level of language communication/spoken and written/in Kurdish and Arabic.

Organisational / managerial skills     1. Ability to work under pressure alone or as part of the team.  
2. Ability to solve problems that may Happen at work.  
3. Ability to learn new skills and quickly.  
4. Ability to work hard in different environmetnt.  
5. Good listener for important details at work.

Digital skills     1. Strong knowledge with Microsoft Office:(Word,Excel,Access,Powerpoint,Outlook).  
2. Average knowledge with financial programs(Al-Ameen,Khwarizmi).

Other skills     ■ Seven years of experience in driving.