

PERSONAL INFORMATION

Suzan Khaldoun Alhasan

📍 Aleppo – Almerdian Street
☎ 021-2251028 📠 0955 913 741
👤 Female – 01 / 01 / 1986 - Single

JOB APPLIED FOR Bank teller - Customer Service Officer .

WORK EXPERIENCE

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- 2016 – Present Syria International Islamic Bank
Receptionist .
- 2013 – 2014 Radiology Imaging Center
Accounting + archiving works using spreadsheets .
- 2011 – 2012 ICDL Testing Center
Working on word-processing , databases , spreadsheets + e.mail and internet .

EDUCATION AND TRAINING

Graduated from Faculty of Economics of Aleppo - department :
Computer and Information Systems in Economics, Management and
Accounting 2011 .

PERSONAL SKILLS

Mother tongue(s) Arabic

Other language(s) English : Independent user

French : Basic user

Common European Framework of Reference for Languages

Communication skills Ability to communicate effectively with superiors, colleagues and clients .

- Job-related skills**
- Flexibility : Adapt successfully to changing situations & environments .
 - Lifelong learning : Continues to learn throughout life. Develops the competencies needed for current & future roles .
 - Ability to work well under pressure .
 - Ability to work effectively in a team setting .

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Independent user	Basic user	Proficient user	Independent user

ICDL certificate holder

- Competent with most Microsoft Office programmes .

ADDITIONAL INFORMATION

- Courses**
- Full accounting course & accounting programs (Afak , Albazaar , Alameen and Aledary) .
 - Commercial & advertising design course using Photoshop and Corel Draw .
 - Computer maintenance course (software & hardware) .

- Other skills**
- Good command of photo editing software gained as an amateur photographer .
 - Able to take on responsibility .
 - Good organisation, with attention to detail .