

Personal Information:

First Name: Roula

Father Name: Suliman

Last Name: Younes

Nationality: palestine

Place Of Birth: Syria-Homs

Date of Birth :1975-5-26

Gender: female

E-Mail Address: roulayounes75@gmail.com

Phone No:+963988716260

Academic Information:

Damascuse University

Specialty:History

Experiences :

I had worked in a younes company specialized field of import and export of oil supplies for two years during which the work of the Executive Secretariat is excellent and perfectly; in addition to my work in the Delta Group, the specialized field of computers and bar codes for two years during which the work of the Executive Secretariat to the fullest as well as keeping checking arithmetic.

Training Courses:

- **Projects Management / SEBC/Homs Chamber of Commerce**
- **Sales Skills /SEBC/Homs Chamber of Commerce**
- **Essentials of Business Administration/ SEBC/Homs Chamber of Commerce**

- Executive Secretary/ SEBC/Homs Chamber of Commerce

Computer Skills:

- *International Computer Driving Licence (ICDL).*
- *How to use Accounting Programs AL Bazar- AL Ameen..*
- *Visual Basic.Net.*

Languages:

- *French Course- Beginner.*
- *English Course- Advanced.*

To The Human Resources Manager

Dear Sir/Madam

Please find attached my resume, hoping that you may be give me an employment in your esteemed able to organization

I would welcome the chance to work as part of a small team, where I could make a significant contribution dynamic .submitting my application letter followed by CV I'm .I look forward to hearing from you soon.

Sincerely

