**MOHAMAD MOTLAK**

**Business Administration Assistant**

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* **Profile:**
	+ A well-organized, motivated and ambitious graduate with good knowledge of business management, business correspondence, office management, filing, organizing presentations, and communication skills. Possess a Diploma in Business Administration and expertise in Microsoft Office Programs, seeking a job related to Business Administration.
* **Personal data:**
	+ Date & place of birth: Damascus- 15/Jan/1998
	+ Gender: Male
	+ Marital status: Single
	+ Address: Mukhayam Alyarmuk, Damascus, Syria
	+ Current job: Student of Business Administration
* **Education:**
	+ 2019 – 2021 Business Administration Diploma, Damascus Training Center, UNRWA, Syria
	+ 2018 – 2019 Literary (Commercial) High School Certificate
* **Qualifications:**
	+ Business Administration Diploma from Damascus Training Center / UNRWA
* **Work experience / employment history:**
	+ One-month training at UNRWA
	+ One-month training at
* **Skills:**
	+ **Knowledge:**
		- Microsoft Office Programmers.
		- Leadership skills & Managerial Leadership.
		- Organization's Management.
		- Professional etiquette.
		- Communication skills.
		- Business correspondence.
		- Time Management
		- Organizational Behavior.
		- Career Management.
		- Team's Management & Conflict Solving.
		- Total Quality Management.
		- Entrepreneurship Skills.
	+ **Languages:**
		- Arabic: Mother language
		- English: Pre-intermediate level
* **Scholarships:**
	+ N/A
* **Projects and presentations:**
	+ Communication Skills
	+ Business Correspondences
	+ Business Research
	+ Presentation Skills
* **Hobbies and interests:**
	+ Reading
	+ Maths & Business studies