**MOHAMAD MOTLAK**

**Business Administration Assistant**

**Mobile No. 00963 940441180**

**Email.** [mohamadmotlak10@gmail.com](mailto:mohamadmotlak10@gmail.com)

**LinkedIn:** [**mohamad-motlak-944b3220a**](https://www.linkedin.com/in/mohamad-motlak-944b3220a)

* **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