

CURRICULUM VITAE

TAREK Adel SALHAB

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PERSONAL DETAILS:

Place and Date of Birth: Lattakia, 15.04.1981

Marital Status: single

Military Service: Completed on 1.1.2008

Health: Good / Non-Smoker

Nationality: Syrian.

EDUCATION & TRAINING COURSES:

2020 - At present: Tartarus University Master of Finance and Banking
& The impact of the use of advanced payment systems (electronic
money - cryptocurrencies) on macroeconomic variables &

Faculty of Economics

Syria

2013 – 2015: Cairo University preparatory Certificate MBA.

Faculty of Economics Business Administration

Egypt

2001 – 2005: Tishreen University B.Sc. Business Administration

Faculty of Economics Financing & Investment

Syria

EXPERIENCE TO DATE:

2020 - At present	Zamzam Exchange Company financial management Position: Head of the Accounts Department Damascus –Syria
2017- 2020	Syrian Telecom Corporate Sales department Position: Head of corporate sales department Damascus – Syria.
2016 – 2017	Syrian Telecom General Sales Department Position: Expert Damascus – Syria.
2014 – 2015	Katameya Heights for Golf & Tennis Breeze Lebanese Restaurant Position: Reservations official Cairo Egypt
2009 – 2012	AL khayat Trading and Contracting Corporation (Subcontractor for the Egyptian Al Aamer Group) Porto Tartarus Project. Position: Financial Accountant. Tartarus – Syria
2008 – 2009	AL khayat Trading and Contracting Corporation (Subcontractor for the Qatari Diar Co.) Ibn Hani Project. Position: Financial Accountant. Lattakia – Syria
2004 – 2005	Le Meridian Hotel Parexelance Meridian department Position: Marketing office Lattakia – Syria.
2001 – 2005	Shahed & Partners Station for Oil & Gas Position: Accountant (Part Time). Lattakia – Syria.

OTHER SKILLS:**Excellent User of the Accounting Programs:**

- Al Ameen program for accounting and warehouses.
- Al Edari program for accounting.
- Best Rate program for exchange and financial transfers.
- E Views 10 statistics program.

TRAINING COURSES:**a) - English Language:**

- Cairo University: Certificate for master's degree.
- Tishreen University: Certificate of Passing the National Test.
- Damascus university: Certificate for master's degree.
- Alrai Language Center: Six Conversation Levels + Two Grammar Levels.

b) - Computer:

- Syrian Computer Society: International Computer Drive License (ICDL).
- Mammon University Computer Center: Training Courses.
- Arab Academy for Science, Technology & Maritime Transport: Training Courses.

OTHER COURSES:

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| - Asus Center: | Intermediate Accounting course
Syria Damascus |
| - New Horizons Center: | Economic feasibility of projects
Syria Damascus |
| - Tartarus University: | chartered accountant course
Syria Tartarus |

ADDITIONAL INFORMATION:

- I am outgoing person who is able to work well as part of a team.
- I have the ability to work efficiently.
- Reliable, punctual, hardworking and a quick learner person.
- A wide range of information about banks - Exchange and remittances - Administration and accounting, gained from my practical experience.

INTERESTS:

- Sports (Swimming).
- Music (Classic Music).
- Internet Browsing.