



Khaled Dawoud

Date of birth: 06/02/1989 | **Nationality:** Syrian | **Gender:** Male | **Phone number:** (+963) 955122435 (Mobile) | **Email address:** Khaledd89d@gmail.com |

Address: 8094 , Damascus, Syria (Home)

About me:

Military Service : Exempted (Being a sole son).

● WORK EXPERIENCE

01/07/2022 – CURRENT Damascus, Syria
ADMINISTRATIVE ASSISTANT ZAYN TEA

01/07/2022 – CURRENT Damascus, Syria
INDIVIDUAL ACCIDENT INSURANCE CERTIFIED EXPERT SELF EMPLOYEE

02/2016 – 30/06/2022 Damascus, Syria
MARINE & FGA INSURANCE UNDERWRITER ADIR INSURANCE COMPANY

- Settling claims arising from policies
- Making recommendations for claim handlers with guidance from solicitors and other third parties on the best course of action
- Continually assessing risk and pricing to ensure that underwriting policies, procedures and guidelines meet the company's expectations.

10/2013 – 01/2016 Damascus, Syria
MAJOR ACCOUNTANT SWAN COMPANY.

08/2009 – 01/2010 Damascus, Syria
CONTRACT EMPLOYEE FIJEH ESTABLISHMENT.

08/2008 Damascus, Syria
TRAINEE ESTABLISHMENT OF ELECTRICITY IN DAMASCUS.

● EDUCATION AND TRAINING

2008 – 2012 Damascus, Syria
FACULTY OF COMMERCE AND ECONOMICS University of Damascus

Address Damascus, Syria | **Field of study** Banking and Finance | **Final grade** 78.21 %

2006 – 2008 Damascus, Syria
INSTITUTE OF STATISTICS The Central Office of Statistics

Address Damascus, Syria

2010 Damascus, Syria
PROBLEM SOLVING, DECISION MAKING, OPEN WORK ENVIRONMENT, NEGOTIATION SKILLS AND COMMUNICATION SKILLS Online Courses

Address Damascus, Syria

Address Damascus, Syria

2009 Damascus, Syria

AMEEN ACCOUNTING PROGRAM Hilal Computer Center

Address Damascus, Syria

● **LANGUAGE SKILLS**

Mother tongue(s): **ARABIC**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **ADDITIONAL INFORMATION**

JOB-RELATED SKILLS

Job-related skills

Driven high level Profile, ability to manage several tasks at the same time. Positive minded and real team builder, very dedicated very focused and hard working.

Competent expert .

Excellent communication skills and proper knowledge, leadership and management abilities.

Successful visionary with skills to achieve high levels of customer satisfaction and loyalty.

leadership, and team-building subjects. Lead and managed business projects to success.