



Marwa Mhaissen

Mneen, Damascus countryside, Syria

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Female, 1989, single, Syrian

Work Values

- Excellent presentation and communication skills.
- Excellent ability in managing people and staff.
- Highly organized and motivated.
- Excellent ability in working under pressure.

Language Skills

- | | | |
|---------------|-----------|-----------|
| Understanding | Speaking | writing |
| Excellent | Excellent | Excellent |

Computer Skills

- Microsoft windows, Al Rashid program, office suit including word, excel, PowerPoint and internet skills
- A certificate of an excel training course online at courser (2020).
- High ability in the field of formatting books

References

- For further information please contact the General Manager of Alnour-co. Mr. Bashar Mohissen
Mobile:00963933220296
- The General Manger of Iqraa private Inst, Mr.Basem dugha
Mobile: 00963951674009

Slogan

- 🌈 If we do not start, we are definitely unable to reach
- 🌈 When you do not find a path, create one

Experience

- **2011 – 2012:** An accounting assistant in the accounting department at a private school in Damascus
- **2012:** A math teacher for three months at a private school in Damascus- suburb –Ein Mneen.
- **2012 – Present:** An English instructor at Iqraa private Institute in Damascus-suburb-Ein Mneen.
- **2012 – Present:** An English instructor at Iqraa private Institute in Damascus-suburb-Ein Mneen.
- **2012 – Present:** An accountant and a secretary, Al Nour General Trading and Real Estate Co., Ein Mneen, Damascus, Syria
- **2014 – Present:** The finance manager and the accountant at Iqraa private Institute in Damascus –suburb – Ein Mneen.
- **January -2022:** Formatting books after translating them
- **2023:** designing posts and managing pages on social networking sites

Education

- **2011 -2012:** B.A – Economics- major in Accounting- Damascus University, Syria (average 75.57)
- **2011:** An English Conversation Course – Business Clinic Inst
- **2018:** An English Certificate from the higher language Inst (HLI)
- **2018 -2019:** Studying English translation at Damascus open learning translation University for one year
- **April _2020:** A certificate of Initiating and Planning Projects online course at Coursera Organization
- **April _2020:** A certificate of Managing Project Risks and Changes online course at Coursera Organization
- **2020:** A certificate of PMP training course at Harvest Training center – Damascus- Syria (42 hours)
- **August-2022:** A certificate of adobe Illustrator graphic design application course at Ishraq Media Training Center - Damascus (21 hours)

Interest

Reading different kinds of books _ writing _ playing sports
Interior design and décor