

Name: **Ayham Chaheen**
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Military Service: **Exempted**
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Work experiences

Administrative coordinator and financial officer (Solarya graphic design company and social media (Sep 2022 – Jen 2023).

Owner of a private business (paid services)/elderly care/natural home foodstuffs/marketing(2018-2023).

Takamol (Sep 2018 – Jen 2019) HR Coordinator.

Damascus Securities Exchange (DSE) – Barzeh, Damascus (June 2008 – 2018). In order:

- Officer in the Circle Conversion Center and Central Depository Department (Jan 2012 – Jul 2018).
- Officer in the Listing and Operations Directorate department (February 2011 – January 2012).
- Officer in Settlement Guarantee Fund Department (February 2011 – January 2012).
- Procurement officer in Finance and Administration Directorate (June 2008 – February 2011).

Syria Alghad radio station (March To November 2016) reporter, producer and presenter of programs.

Partner in the ownership of a clothing shop (2009 – 2010)

Nobilis Publishing house – Daraa high way, Damascus.

(April to November 2004) sales representative in sales and marketing department.

Babysitting: sitting for children from 2020 until now.

Dance and Sport coach: (2019-2022-2023) Trainer at the summer club within the church of St. George, Damascus, Tijara.

Education and Training

- Higher Institute of Business Administration (**HIBA**) - Master in Business Administration - Islamic Banking (2012 – 2015).
- Open Learning Center in **Cairo**, provided by Tishreen University - Licensee in Business Management "Bachelor degree" - Corporate Finance and Investment (2003 – 2010 justification can be provided).
- Youssef El-Azmeh High School - General Certificate of Secondary Education - "Baccalaureate" – Scientific (2002 – 2003).
- Got trained in International Financial Reporting Standards **IFRS** in **Damascus Securities Exchange (DSE).**
- Human Resources Management (**HRM**) in **New Horizons.**
- Certificate of Completion Institutional and Home Care Assistance Course (8 months 2020-2021) Sponsored by European foreign institutions

Computer skills and competences:

- **New Horizons** advanced MS Excel (2016).
- General use of the Internet.
- Basic knowledge in computer programs.

Languages:

Arabic: Mother language.

English – Dutch