

Curriculum Vitae

PERSONAL INFORMATION

Full Name: Nebras Adel Ghanem

Address: Tartous- Health Association- near Al-Bayan Private High School

Business Mobile Phone: +963993998121

Private Mobile Phone: +963992461977

Email: Nebras.ghanem.lion82@gmail.com

Date of Birth: August 07, 1982

Nationality: Syrian Arab Republic

Marital Status: Exempt

EDUCATION

Bachelor's degree in business administration from Tishreen University- Open learning

EMPLOYMENT HISTORY

- HR- personal representative part-time at in personal section at Syriatel Telecom Company for 1 year (2007-2008)
- Warehouse Keeper at ETS Telecom Company in Damascus from 01/10/2009 to 31/03/2011
- Fleet coordinator at ETS Telecom Company in Damascus from 01/04/2011 to 31/03/2014
- Administration coordinator at ETS Telecom Company in Coastal Area from 01/04/2014 till 24/12/2019.
- Fleet back office coordinator at Syriatel Company in Coastal Area from 01/01/2020 till 24/07/2021.
- Telecom Operations Specialist (RG) in Legal & Governmental Affairs department at Syriatel Company starting 25/07/2021 till now.
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COMPANY INTERNALY COURSES

- Leading with Emotional Intelligence
- Social Media Awareness
- Time Management Fundamentals
- Raise Up - E-Learning Course

- Emotional Intelligence Critical Judgment & Problem Solving

COMPUTER SKILLS

Microsoft Windows Office (Excel, Word)

INTERESTS

Reading news and trying to still updated that where we are.

KEY SKILL ACHIEVMENT AND COMPETENCIES

- Communication, analytical and interpersonal skills.
- Adaptability and work under pressure.
- Creative administration support experience
- Teamwork.
- Following up.