



# Hebatallah BADRO

**Date of birth:** 22/11/1987 | **Nationality:** Syrian | **Gender:** Female | **Phone number:** (+963) 0999765017 (Mobile) | **Phone number:** (+971) 564321568 (Work) | **Email address:** [Hiba.badro@gmail.com](mailto:Hiba.badro@gmail.com) | **Facebook:** <https://www.facebook.com/hiba.badro> |  
**Address:** Damascuse, mazzeh, Syria (Home)

## ABOUT ME

- *Ten years of experience in the field of accounting and auditing / Head of the Current Operations Department - Commercial Bank of Syria*
- *Export pledges with decisions.*
- *Head of the Statistics Department.*
- *Experience in following up on the required central and statistical decisions related to foreign trade decisions.*
- *ability to obtain cooperative accreditations*

## EDUCATION AND TRAINING

01/01/2023 – 01/01/2025

► **MASTER OF BUSINESS ADMINISTRATION** Higher Institute Of Business Administration

**Field of study** Business, administration and law

2013 – 2018 Damascus, Syria

► **BACHELOR 'S OF ECONOMICS** Damascus university

**Field of study** Accounting specialty

## WORK EXPERIENCE

2013 – CURRENT

► **COMMERCIAL BANK OF SYRIA** FOREIGN TRADE & MANAGER'S OFFICE

2010 – 2012

► **TEC - AL-KAHALI GROUP / ENGINEERING COMPANY** ■ ASSISTANT ENGINEER

- Controlling project documents and archives according to ISO.
- Quality control.

2011 – 2013

► **SYRIAN INSURANCE COMPANY** ■ ASSISTANT ENGINEER .

Building fire insurance engineering in the Engineering Insurance Department.

## LANGUAGE SKILLS

Mother tongue(s): **ARABIC**

Other language(s): **ENGLISH**

## SKILLS

Microsoft Office | Microsoft Excel | Microsoft Word | Team-work oriented | Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access

## ● **TRAINING AND ADDITIONAL EXPERIENCE**

---

13/10/2020 – 22/10/2020

### **Bank Guarantes**

---

29/03/2022 – 07/04/2022

### **Skills of writing commercial correspondence and periodic reporting**

---

08/12/2019 – 12/12/2019

### **Applicable cases in letters of credit**

---

05/12/2022 – 15/12/2022

### **Advanced letters of credit**

---

2019

### ● **Management and quality Certification**

---

From the banking institute.

2020

### ● **ICDL Certification**

---

**From Hadara Institute**

2011

### ● **ISO certification**

---

From National Center for Quality.

### ● **Certification of External auditor**

---

From banking Institute.

2019

### ● **Marketing Certification**

---

From the banking Institute.

### ● **Certificate in credits and external guarantees**

---

22/07/2007 – 27/09/2007

### **AutoCad2D**

---

## ● **COMMUNICATION AND INTERPERSONAL SKILLS**

---

### **Technical skills**

---

● *Computer skills.*

● *Programming and coding.*

### **social skills**

---

● *. Communication skills.* ● *. Interpersonal skills.* ● *. Teamwork and collaboration.*

● *. Leadership skills.* ● *. Conflict resolution and problem-solving.*

● *. Adaptability and flexibility.*

### **Personal skills**

---

● *Time management and organization.*

● *Critical thinking and problem-solving.*

## ● **PROFESSIONAL AFFILIATIONS**

---

2019

**Member of the Syrian Financial and Accounting Professions Syndicate**

---