Aseel Nabhani

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▼ Objective

Over the past 17 years, I have held diverse of managerial and technical roles, gaining experience across various professional settings. Throughout my career journey, I earned a master's degree in economic and social planning, a bachelor's degree in accounting, and another Bachelor's degree in Information Technology (IT).
Now, I'm eager to leverage my wealth of experience and apply the knowledge I've gained over the years to contribut effectively in a new role.

▼ Experience

JOB TITLE: Administrative Assistant
Company: UNRWA • Damascus – Syria.
Jun – 2024 -   Till now
Duties and responsibilities:

- Leveraged IT systems to analyze and verify medical billing documentation.
- Ensured data integrity through meticulous management of electronic records.
- Collaborated with team members to optimize automated auditing processes.
- Responsible for dividing and distributing work among governorates, overseeing the accuracy of work, and preparing final reports for supervisors on the reconciliation of hospital bills and hospitalization system in terms of (number, total amount, and procedures performed in the hospital).
- perform any other responsibilities assigned by the supervisor.

JOB TITLE: Computer Teacher
Company: UNRWA School • Damascus – Syria.
Sep – 2023 -   Till now
Duties and responsibilities:

- Developed and delivered comprehensive digital literacy curriculum to enhance students' technological proficiency
- Designed and implemented programming courses, emphasizing coding fundamentals and algorithmic thinking.
- Utilized educational technology to streamline grade management and administrative tasks.
- Keep records of grades, grade papers, and perform other administrative duties as needed.

JOB TITLE: Technical Support.
Company: Outsource of MTN ISP Technical Support Project • Damascus – Syria.
July – 2019 -   Dec 2022
Duties and responsibilities:

- Interact with customers to provide and process information in response to inquiries, concerns, and requests about ADSL problems.
- Gather customer's information and determine the issue by evaluating and analyzing the symptoms.
- Maintaining and repairing peripheral. and installing and configure software and drivers
- worked as assistant director of network.
- Day-to-Day troubleshooting and support of (Leased Line, ADSL) customer's faults and equipment.

JOB TITLE: Executive Secretary.
Company: Bareen Group • United Arab Emirates
Feb – 2018 - Jan – 2019.
Duties and responsibilities:

- Open, sort, and distribute incoming correspondence, including faxes and email.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors.
- Compile, transcribe, and distribute minutes of meetings.
- Attend meetings in order to record minutes.
- Arrange old files, archive them electronically, and paper.
- Any other tasks assigned to me as per company requirements.

JOB TITLE: Admin Assistant+ Data Entry Operator.
Company: Civil Aviation Authority • Damascus – Syria.
Apr – 2014 - Nov – 2017.
Duties and responsibilities:
- Preparing the annual plan in the Directorate of Planning and International Cooperation - plans section- in addition to preparing the budget of the General Organization in Syrian Civil Aviation Authority.
- Prepare communications, such as memos, emails, reports and other correspondence.
- Write and edit documents like reports and official document.
- Create and maintain filing systems, both electronic and physical.
- Entering plan and budget data into a special program at the Ministry of Transport.

JOB TITLE: Network Assistant
Company: Civil Aviation Authority • Damascus – Syria.
Feb – 2007 - Mar – 2014.
Duties and responsibilities:
- Installing and configuring software, hardware and networks.
- Set up accounts and workstations.
- Monitoring system performance and troubleshooting issues

▼ Education

Bachelor's in Accounting, 2018-2023
Damascus University -Open Learning-, Damascus, Syria.

Master's degree in Economic & Social Planning, 2014-2017
Planning and International Cooperation Commission PICC, Damascus, Syria.

Bachelor's in information (BIT), 2007-2010
Syrian Virtual University SVU, Damascus, Syria.

Diploma - Computer Information System, 2004-2006
Damascus Training Center (DTC), Damascus, Syria.

▼ Training

International Computer Driving License (ICDL), 2005
Damascus, Syria.

Information Technology Integrated Diploma (ITID), 2010-2011
ExecuTrain, Damascus, Syria.

Microsoft Certified Solutions Developer (MCSD 70-483), 2021
SVU, Damascus, Syria.

▼ Languages

Arabic
Mother Tongue.

English
Good

▼ Technical Skills

OS: professional in Windows 7, 8, 10.
Office packages: Experienced in Ms Office suite.
Networking: LAN, Troubleshooting Network problems.
Data Typing: High level of speed and accuracy.

▼ References

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