



Address

Hamish-Masken Barzah
Damascus, syria

Contact

00963 960694286
safahallaq@hotmail.com

Date of Birth

25.07.1992

PROFILES

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

SKILLS

- ✓ Good communication - written and oral skills
- ✓ Excellent conceptual and analytical skills
- ✓ Effective interpersonal skills

PERSONALITY

- ✓ Communicative
- ✓ Punctuality
- ✓ Creativity
- ✓ Organized

SOFTWARE SKILLS

Word

Excel

Powerpoint

LANGUAGES

English

Arabic

SAFA HALLAK

Facebook

Safa Hallak

EDUCATION

09.2020 - present

Syrian Virtual University (SVU) , Damascus - Syria
Master of Business Administration (MBA)

09.2011 - 02.2016

University of Damascus , Syria
English Literature

EXPERIENCE

01.2019 - present

Shwaiki Graphic Arts For Printing And Backaging

Sales Agent, Financial Services

Responsibilities: Prepare forms or agreements to complete sales; Contacting prospective customers to present information and explain available services; developing prospects from current commercial customers, referral leads, or sales or trade meetings.

05.2017 - 12.2018

Al-Haram Money Transfer Company

Former Customer Care Representative

Responsibilities: Resolving customers' service or billing complaints by performing activities such as exchanging merchandise, refunding money, or adjusting bills; Issuing transfer; and paying airline tickets.

09.2016 - 04.2017

Nibras AL-Maarefa School

English Teacher

Responsibilities: teaching English Subject, Evaluating and grade students' class work, assignments, and papers
Teach writing or comunication classes

TRAINING & WORKSHOP

- HR Srtategic workforce and planning - New Horizon
- HRM - New Horizon
- ICDL - Talia Tech
- English Language -New Horizon