








dima ali


student


Personal Information

 Age	29 Years
 Gender	Female
 Nationality	Syrian
 Experiences	10 years

Contact Information

 0935144389

 demaali540@gmail.com

 Damascus , rukn aldiyn



Education

2013	High School in school
Grade 85	

Work Experience

10 - 2020 Until now	student at Faculty of Law In the fourth year
08 - 2022 Until now	executive secretary at rqt Organizing the manager's schedule + planning appointments and meetings, receiving and responding to calls and emails + preparing reports
05 - 2019 07 - 2022	receptionist at Progym Moulla Supervision of employees+ Financial and administrative reports

Skills

- ▶ Completing work on time
- ▶ Computer programs
- ▶ Flexibility and harmony in the team
- ▶ Ability to withstand pressure
- ▶ Communication and Public Relations

Languages

- ▶ Arabic
- ▶ French
- ▶ English

03 - 2018

03 - 2019

secretary

at Ministry of Communications

Scheduling appointments + entering data + answering calls

02 - 2017

02 - 2018

secretary

at Ministry of Transportation

Scheduling appointments + entering data + answering calls

03 - 2014

11 - 2016

data entry

at Medical center

Data entry in Excel

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