



Amira Sabbagh

Application

**81 Alhier st,
Alta'leem Alaali Buildings
Halap Aljadideh
Aleppo, Syria**

Dear Sirs,

As requested I am writing to you ahead of my CV.

My objective is to obtain a challenging and rewarding position, which utilizes and improves my diversified experience, looking forward for a big responsibility that shows my skills.

In the next 2 pages you can find that I have gained a Bachelor Degree in Economics specialized in Financial and Banking Sciences, a diploma in HRM, I also have a very good level of English, skilled in MS office and some accountant software and I have attended a number of management courses.

I am hard working, reliable and good at dealing with people.

I am looking forward to hearing from you,

Yours faithfully,

Amira SABBAGH



Contact

Address:

81 Alhier st, Alta'leem Alaali
Buildings, Halap Aljadideh,
Aleppo, Syria

Phone:

00963955191842

Email:

amr181185@yahoo.com
amr181185@gmail.com.

Personal Details

Nationality: Syrian.

Place of Birth: Aleppo/Syria.

Permanent Residency:
Aleppo/Syria.

Date of Birth: 18/11/1985.

Gender: Female.

Status: Single.

Amira SABBAGH

A highly motivated and well-organized Human Resource Manager (HRM), executive assistant and translator. With eight years of experience in a variety of office-based environments.

Education:

Faculty of Economics | 2009 | Aleppo university, Syria.

Certifications and Accreditations:

Bachelor in Economics/ Financial and Banking Sciences section.

Other qualifications:

- ❖ Diploma in HRM from PEBBLE HILLS UNIVERSITY (passed achieving 88%).
- ❖ Project Management Professional (PMP) certification (NEW HORIZONS CENTRE, ALEPPO).
- ❖ Microsoft Office Project 2010 (NEW HORIZONS CENTRE, ALEPPO).
- ❖ ICDL (INTERNATIONAL COMPUTER DRIVING LICENSE).
- ❖ National Test of Foreign Language/English (passed achieving 92%).
- ❖ Banking Operations, CPC.
- ❖ Accounting programs course, BAZAR\AL AMEEN, (NEW HORIZONS CENTRE, ALEPPO).

Language skills:

- ❖ First language: Arabic.
- ❖ English: upper intermediate
- ❖ French: level four (NEW HORIZONS CENTRE, ALEPPO).

Core skills:

- Strong organizational, administrative and general office skills workload.
- Time management, broad knowledge and experience of Microsoft Office.
- Dedicated, driven, always on the task, and confident communicator.
- Comfortable working as part of a team or independently with a focus on delivering quality administrative support on a continuous basis.

Experience:

❖ Freelance:

» **Purchasing Officer | Tattan Equipment (www.Tattan-Equipment.com) from (1\3\2017)to (1/4/2022).**

- Research and evaluate potential vendors and suppliers.
- Request quotes and compare prices.
- Negotiate appropriate contracts for pricing and supply.
- Track incoming inventory, delivery arrival time and note actual arrival time.
- Collaborate with financial team members on contracts, invoicing and other financial matters.
- Organize and update database of suppliers, delivery times, invoices and quantity of supplies.
- Create and maintain good relationships with vendors and suppliers.
- Work with the manager to develop future purchasing plans and source potential relationships with vendors.

» **Translator | freelancer | Haykal Media/ Harvard Business Review from (1\3\2019)to (1/4/2020).**

❖ Part-time

» **HRM| SAMA INVESTMENT GROUP (www.sama-city.com) since (1\1\2012).**

- Serve as a link between management and employees by handling questions, interpreting and helping resolve work-related problems to foster positive environment.
 - Updated company job descriptions to reflect changing roles.
 - Direct personnel, training and labor relations activities.
 - Identify staff vacancies, interview and select applicants.
 - Responded to employee issues and questions in a timely manner.

» **Administrative Assistant at SAMA INVESTMENT GROUP (SAMA-CITY.COM) since (1\1\2012).**

- Working in a busy department, reporting directly to the CEO.
- Provide administrative assistance.
- Responsible for maintenance and updating the employee database.

References:

Available on request.

- Drafting internal and external correspondence.
- Ensuring the smooth distribution of mail internally and externally.
- Creating reports and presentations.
- Answering phones and dealing with initial enquiries.
- » **Accountant | ANAS FOR MEDICAL EQUIPMENT | FROM (1/2/2009) TO (1/8/2010).**
 - Reporting directly to the Branch Manager.
 - Manage a 520000\$ budget.
 - Process journal entries and perform corrections to ensure accurate records.
 - Process client's debts accounts