

MARYAM SHAHROUR

Personal information:

Date of birth: march /1995.


 Ruken aldeen,
Damascus, Syria.



How to Contact:

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Education:

DAMASCUS UNIVERSITY:

Faculty of Translation | 2017-2021

Work Experience:

TEACHING:

Public schools | September 2017-2020

- English teacher: grades 1- 4 | 2017- 2018
- English teacher: grades 1- 3 | 2018- 2019
- English teacher: grades 1- 4+6| 2019- 2020

CONTENT WRITING:

Solutions Time |Augst 2021- November 2021
Saudi Arabia

- Writing articles in Arabic, on wordpress, in many fields.
- Posting on social media pages (facebook, twitter).
- Training on call center.
- Dealing with EXCEL.
- Designing on (Canva).

CUSTOMER SERVICE REPRESENTATIVE:

VR DIVISION |December 2021- April 2022
United Kingdom

- handling inbound emails and customers inquiries, and follow up with them.
- respond to inquiries from clients to resolve any problem.
- provide customers with information regarding prices, files ..
- establish CRM database on Click up.
- organize CRM data on HUBSPOT.
- working on (EXCEL, WORD).
- design of graphic for social media posts (instagram) (1 month).

PERSONAL ASSISTANT:

AHMAD MUSTAFA

Digital marketing | 1/ June 2022-30/ June 2022
Syria

- Dealing with (WORD, and EXCEL).
- Design on (Canva).
- Making research in Arabic\ English.
- Translate some articles.
- Dealing with (Trello), an organizational tool.
- Working on Google (Docs, sheet) as cloud storage tool.

GRAPHIC DESIGNER:

Future beez | 15 June 2022- 30 August 2022
United Arab Emirates

- Graphic design on (Canva), social media posts (instagram, facebook, linkedin), brochure.
- Video editing on (inshot).
- Translate of articles.
- Content writing.
- Making a few researches in Arabic.