

Nawal Al Khateeb

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Nationality: Syrian

Date of birth: 27/9/1995

EDUCATION

- **Third year in legal studies – Damascus University**
- **Supervisor in makeup center from 20/5/2021 to 1/11/2021**
- **Accountant in letoob factory from 19/3/2020 to 5/5/2021**
- **Data entry in Qasioun mall from 22/6/2019 to 5/1/2020**
- **Sales in Qasioun mall from 24/7/2018 to 21/6/2019**
- **Cashier in Ocean swimming pool from 3/6/2016 to 13/4/2018**
- **Secretary in Ocean swimming pool from 1/5/2014 to 2/6/2016**

Competences

- **Work as team**
- **Learning fast**
- **Work under pressure**
- **Knowledge of accounting software**

COURSES

- **HR Management from level up**
- **ICDL**

References

- **MR: Fade Kadmani Manger of ocean swimming pool for communicate {00963 933600630}**
- **MS: Marry hr. at Qasioun mall for communicate R.Maarraoui@nqmall.sy**
- **MR: Naif Darwesh Manger of letoob Factory for communicate {00963 944345022 }**
- **MS: Leen kaddour Manger of makeup center for communicate {00963 949571819 }**

Computer skills

- **Word / V. good**
- **Excel / V. good**
- **Al Ameen for accounting/ V. Good**

languages

- **Arabic: Mother Tongue**
- **English: V. good reading and writing**