



Hossam Al-Yazji

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Address: United Arab Emirates

Personal Information

Marital status: Married

Nationality: Arabic – Syrian

Date of birth: 11/06/1988

Visa status: Dubai, Transferrable residence Vis with NOC.

Experience

Telesales & Data entry (2022)

Tadbeer company - (Shamaa Almohairi) - Dubai.

- Contact potential or existing customers to inform them about a product or services.
- Ask questions to understand customer requirements and close sales.
- Enter and update customer information in the database.
- Handle grievances to preserve the company's reputation.

Executive Director (2020-2021)

Clean City (Cleaning Company) – Syria

- Oversee day-to-day business activities.
- Develop and implement strategies aiming to promote the company's mission.
- Conduct performance reviews.

Marketing, Sales officer & Accounting

❖ **Commercial Offices for the Sale of Cars and Real Estate** - Damascus – Syria (2019-2020)

- Send out notices if rent is delinquent.
- Prepare and maintain financial statements.
- Ensure estate operations are in line with government policies.

❖ **Gallery Tania for Jewellery and Accessories, Dama rose Hotel** - Damascus, Syria (2017-2019)

❖ **Shops for Wholesale and Retail Textiles in Souk Al Harika** - Damascus, Syria (2014-2017)

- Examine financial statements to ensure that they are accurate.
- Inspect account books and accounting systems for efficiency and use of accepted accounting procedures.
- Organize and maintain financial records.

❖ **Benetton for Clothes** – Damascus – Syria (2011-2013)

- Assist shoppers locate the products and goods they desire.
- Guide and give advice to customers on product selection.
- Maintain excellent relationships with clients through superior customer service.

❖ **Rotana Café** –Damascus – Syria (2009-2010)

- Manage daily cash balances.
- Ensure that cash flows are adequate to allow the Café to operate effectively.

❖ **Golden group company**- Damascus-Syria (2008-2009)

❖ **Al Shalaty Company** for Household Electrical Appliances - Damascus, Syria (2007-2008)

- Oversee and develop marketing campaigns.
- Scheduling work hours and shifts
- Provide reports and activity updates to management.

Education

- Economics, Business Administration Department – (2007- 2012) – Damascus University.
- A Certificate from Teatro Institute of Dramatic Art (2007- 2011) – Damascus - Syria.
- Commercial Vocational Secondary Education Certificate, first rank on district level and second rank on Governorate – (2005-2006) – Syria.

Training Courses

- English Language courses at the New Horizons – (2019- 2021) - Syria.
- ICDL – (2018) - Hama, Syria.

Voluntary Work

- A volunteer with Aga Khan Foundation (2013-2016) - Salamieh, Hama, Syria

Digital Skills

- Microsoft office
- Outlook
- Social Media

Language Skills

Arabic: mother tongue

English: good

Key Soft Skills

- Remain calm and self- controlled under pressure.
- Great interpersonal and communication skills.
- Good at working in a team environment and can comfortably work with other colleagues.
- Have excellent listening skills and able to provide feedback.