

(CV)

Majd Shammout



❖ Personal information:

- **Name:** Majd Ghassan Shammout.
- **Date of birth:** 24 /June/1995.
- **Gender:** female.
- **Nationality:** Syrian.
- **Mob:** +963943233322.
- **Email:** Majd.Shammout.HRMD@gmail.com

❖ Education:

- Studied **MBA** (Master of Business Administration) International Business, at Marwadi university in **INDIA** (By scholarship by the Indian government), Graduated in June 2020 Graduation Percent rate **84.7%**.
- Studied Business Administration, Major (**Human Recourses Management**) AL Sham Private. University, In **SYRIA**, Graduated in July 2017 Graduation Percent rate **84.20%** Point rate **3.21**.
- Studying Law at Damascus University (open learning).

❖ Work Experience:

- HR Executive at Spacetoon company (from July 2020, **Present**).
- Trainer in the Diploma of Human Resources Management online courses at Headway academy for distance education.
- Trainer in the Diploma of Human Resources Management online courses.
- Trainer in the Diploma of Human Resources Management at the Arab Institute for Science center 2017 (November-December).
- Volunteer Trained at ALwefak Office (From February 2017 until March 2017).
- Marketing officer, Engineering Company 2016.
- Trained at Syrian Insurance Company (for one month).
- Assistant Director of Human Resources Department at Spacetoon Company for three months.
- Volunteer Assistant Dentist for 3 months.
- Miscellaneous business in trade and sale (wholesale and retail trade).

❖ Attended Courses:

- ICDL Course at AL Sham Private University 2015
- Entrepreneurship and personal skills course 2016.
- SPSS Course at AL Sham Private University 2017.
- A Creative Economist 2017.

❖ **Skills:**

➤ **Job skills:**

- Good skills in at analysis job description, and good problem-solving skills.
- Well-developed interpersonal / communication skills.
- Ability to learn from new experience.

➤ **Organizational Skills:**

- Team player.
- Multitasking.
- Work under pressure.

➤ **Computer Skills:**

- Good command in office suit (word- excel- power point).
- Good search skills.
- Good skills in writing formal emails.
- Good commands in using SPSS statistical package.

❖ **Languages:**

- **Arabic:** Native language.
- **English:** Very good.