



00971581235612
mimiabbas8887@gmail.com
Syrian
Date of Birth: 28.08.1988
Marital Status: Married

Mounira Saleh

Targeted Job

HR/QM-Secretariat-Public Relations-Administrative-Logistics.

Experiences

- HR officer at Kuwaiti Investment Group from 01.12.2018 till 26.11.2021, Responsibilities: Personnel and recruitment.
- HR Coordinator at Orient Gate Travel Retail, from 09.02.2014 till 30.11.2018, Responsibilities: Personnel and recruitment.
- Secretary at BJ concept (Advertising & Logo Company) from 01.08.2008 to 01.02.2014.
Tele marketing & Executive secretary at time tech (Networking) from 01.08.2007 to 01.07.2008.
- Secretary at Reda computer center from 01.02.2006 to 28.07.2007

Education

- Bachelor degree in English Literature, Damascus University.

Courses

- HR Management from Illaf Train.
- MS Office.
- Photoshop course

References

- Mr.Badie Jahjah:Manager of BJ concept (Advertising&Logo Company)
Contact info:info@bjconcept.com,Mobile: +963-944-517794.
- Ms.Eliza Jiji:HR Manager at Kuwaiti Investment Group
Contact info:Mobile: +963-933-292420.

Languages

- Arabic : Mother Tongue
- English : very good
- Writing and reading

MS Office

Excel ● ● ● ● ●
Word ● ● ● ● ●
Outlook ● ● ● ● ●
Windows ● ● ● ● ●

Competences

- Communication Skills
- Team work
- Leadership
- Work under pressure