

ASLAN TIMOURJY



Data of birth: 7/4/200

Marital status: single

Nationality: Syrian

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Education

- **Bachelor in information technology** October 2022 - present
(specialization): (Management information systems)
Syrian virtual university
Courses passed: computer skills, on-line education, introduction to programming, mathematical algebra, sociology, management, networks, career preparation, Economics.
- **Industrial Chemistry** June 2019 - September 2023
Al-Baath university
at third year (not graduation)
- **High school Certificate** Homs 2018

Work experience

Customer service/Rozana Phone CO March 2021 - Dec 2023:

- Clear and empathetic communication with customers.
- Analyzing and resolving customer concerns promptly.
- Demonstrating expertise in company products/services.
- Flexibly handling diverse customer demands and challenging situations.

Sales man/ Al Wessam hypermarket 2020 – 2021:

- Assisting customers.
- Restocking shelves.
- Providing product information.
- Handling cash transaction with customer.
- Scanning goods.

Duty Shift Officer/Al-Tilal pasta company 2019 – 2020:

- Communicate with management for workers requirements.
- Contact the repair team in case of breakdowns.
- Registration of the number of workers working hours.
- Supervising the transport of goods to the warehouse.

Cashier/ Tiill clothes shop 2018 – 2019:

- Cash Handling: Efficiently process transactions and manage cash securely.
- Customer Service: Provide courteous and helpful service to customers.
- Attention to Detail: Ensure accuracy in transactions and documentation.
- Multitasking: Manage tasks effectively in a fast-paced environment.

Skills

- ✓ Communication skills and discipline
- ✓ Flexibility in work and ability to work in a team and work under pressure
- ✓ Microsoft Office (Excel, Word, PowerPoint, Outlook)
- ✓ Beginner in programming (language C#)

Languages

Arabic: fluent (reading, writing, speaking)

English: intermediate (reading, writing, speaking)

Adyge: intermediate