

Saeed Adnan AL hakim

Nationality: Syrian

Marital status: single

Age: 29

Visa status: Resident

Driving license: yes

Address: Business Bay - Dubai

Mobile Number: +971-58-9334534

E-mail Address: saeed-alhakim@hotmail.com

Targeted Job Category: Customer Service - Administrative - Operations



Education

- Master of Business Administration – Syrian Virtual University 2019-2021.
- Faculty of Economics - Damascus University 2011-2016.

Certifications

- Certificate of Public Relations , Skills Center (2019)
- Certificate of TOEFL , New Horizons Center (2015)
- Certificate of Microsoft Office , New Horizons Center (2012)
- Certificate of Al Ameen Accounting System , Al Ameen Center (2011)

Languages

Arabic: mother tongue

English: Advanced

Experiences

- **Frontline customer service**
January 2022 - till now with Al Ansari Exchange Company
- **Teller customer service**
March 2017 – November 2021 with Al Haram Exchange Company
- **Accountant**
March 2017 – November 2021 with Government organization for consumer
- **ADMISSION SECRETARY**
March 2015 – November 2017 with Damascene School
- **ADMINISTRATOR**
January 2013 – March 2015 with BERLITZ LANGUAGES CENTER
- **Cashier customer service**
July 2011 – January 2013 with New Qassion Mall

References

- Branch Manager of Al Ansari Exchange MR. Mohammed Shafeeq : +971555456819