

# SAMAR ASHKAR

## CONTACT

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 Samaralashkar69@gmail.com

 UAE

## EDUCATION

### University

1991-1996 Al Baath University  
English Literature

## LANGUAGES

- Arabic
- English

## SKILLS

- **HRM certificate**  
2018\_ level up  
Damascus /Syria
- **Oxford University**  
2007 British Council  
Foundation Course in  
Teaching English.

## WORK EXPERIENCE

### RECEPTIONIST

**Dummer medical center**-Damascus /Syria

*Auguste 2023- December 2023*

- Receiving patient and greeting clients.
- Handle an average of 19 emergency calls.
- Answer incoming calls and respond to customer inquiries.

### ENGLISH TUTOR

**Omar Bin ABD Alaziz Private School (OBAA)** Damascus /Syria

*Auguste 2021- June 2023\_Grades /7, 8 & 9 / (Biology Math)*

- Develop and deliver engaging effective English lessons.
- Prepare and administer assessments, including quizzes.

### ENGLISH DEPARTMENT SUPERVISOR

**Al Awj Private School** Damascus /Syria

*August 2019 – June 2021*

- Organize workflow and ensure that employees understand their duties or delegated tasks.
- Monitor employee productivity and provide constructive feedback and coaching.
- Maintain timekeeping and personnel records.

### TRAINER

**Syria Trust for Development (NGO)** Damascus/Syria

*June 2018 – July 2019*

- Participate in professional development opportunities to keep up- to-date with the latest teaching techniques.
- Identify students with special requirements and create individualized plans.

### TRANSLATOR Damascus /Syria

*June 2016- May 2018*

- Translate reports of Ministry of Foreign Trade and The Ministry of Economy.
- Trade and The Ministry of Economy import companies.

### ENGLISH TUTOR

**Alahdaath Private School** Damascus /Syria

*April 2007- May 2016 Grades (6 to 9)*

- Teach important reading, writing, and English language.

- Write progress reports for students and Create tests for students.

- Prepare and administer assessments, including quizzes, tests.

ENGLISH TUTOR

**State Schools** Damascus /Syria

*June 1997– June 2006*

*Grades (9,10 & 11) –*

*Language*

- Prepare materials and activities
- Determine exam and assignment grades
- Provide feedback based on workload and classroom behavior
- Keep a record of students' attendance and grades