

RESUME



Name: *Essam AL Mshantaf*
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Email: essamhoms12@gmail.com
Nationality: *Syrian*
D.O.B: *15 June 1996*

Academic qualifications:

*(2015-2019) Al-Baath University (Syria, Homs).
Bachelor degree in English language and literature.
(2020-present) Al-Baath University (Syria, Homs).
Master of English language teaching.*

Skills and Competences:

Good communication skills:

The ability to communicate and interact with coworkers, clients and customers in all situations.

Good organizational skills:

The ability to prioritize, plan and effectively manage time.

Good computer skills:

Good knowledge with Microsoft office programs (word, excel, power point, etc...).

Training courses:

*ICDL 2017
English communication skills 2016
Certified quality manager 2021*

Languages:

fluent in Arabic and English.

Work Experiences:

(2018-2021) worked as a receptionist/ security guard at the international committee of the red cross (Syria, Hama).

My responsibilities included:

Answering and forwarding phone calls.

Providing assistance and guidance to managers, visitors and general staff.

File important documents and keep them well organized.

Contacting the police, authorities and other emergency services when necessary.

(2017-2018) worked as a translator at the Syrian center for sworn translation (Syria, Homs).

My responsibilities included:

Translating texts and documents from Arabic into English and vice versa.

(2017-2018) worked as an English teacher at Khaled Ibn Alwaleed school (Syria, Homs).

My responsibilities included:

Teaching secondary students how to speak English fluently.

(2016-2017) worked as a volunteer at Aoun for relief and development (Syria, (Homs).

My responsibilities included:

Providing orphans with backpacks and stationery to encourage them to go back to school.

Interests:

Volunteering, writing and reading.