

# ROKAYYAH ALMOANNES

Bab Tuma, Old City of Damascus  
0945-340571 / 011-5430827  
Symoni2010@windowslive.com

## Personal Information:-

- Nationality: Syrian
- Born at 4th of January 1994
- Gender: Female
- Marital Status: Single

## Summary of Qualification:-

- Able to take charge, reliable, and can be a leader.
- Open to learning and expanding.
- Care about details, and respect my deadlines.
- Bachelor at Accounting, Damascus University.

## Education:-

- **Master tax accounting** in the Faculty of Economics – Damascus University (first year).
- English at the Higher Institute of Languages eleventh level "intermediate3" (2016).

## Work Experience:-

- Administrative and financial affairs at ALMAHAWER NEWS WEBSITE (2016- Present).
- Customer Service, Commercial Bank of Syria, (2015). Assisted customers with their claims at the bank at the reception desk, while also taking charge in completing customers' visa work using Oracle.
- Was a part of a team at The House of Geniuses library during the last three years of university, The team was meant for writing lectures and answering students' questions.

## Capabilities & Skills:-

- Computer skills. Proficiency and experience in using Microsoft Office, Outlook and internet, accounting programs "al-ameen, al-rasheed, al-edary", did a work shop in Enterprise Resource Planning, and did a course in Intermediate Accounting "IA".
- Fast learner. Bright, with a motive to keep learning consistently in numerous grounds. Adding to that being a good listener which made me receptive to new ideas and information.
- Knowledgeable in various disciplines, patient, and understanding. Skills that got me the teacher job and made me excel in it without having a degree in education or the subjects I teach, or having any previous experience in teaching.
- Deep thinker. I do not just look at the obvious of things and do not have a rigid mentality. I instead try to look at the bigger picture and understand the foggy truth behind things.
- Good in dealing with a variety of personalities and situations. Can comprehend people and different circumstances and react accordingly. Also good in coming up with numerous solutions when problems occur.

## Awards & Achievements:-

- Got honored after graduating the 12<sup>th</sup> grade for academic excellence, which got my picture at the newspaper with the country's top students.