**Nuha Al Qassas**

* ***Objective:***

I consider myself flexible and hardworking. I have the knowledge, enthusiasm and sufficient experience to add value to your business. I am seeking a senior position in a well established and sound company, I am interested in a position where I am allowed to utilize my full potential and given the opportunity to further advancement.

* ***Education:***

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| 2005-2006  | ***License of Translation***, Damascus University- Open Learning, Faculty of literature, Syria. |
| 1999-2000 | ***Certificate of Accountancy*** - Intermediate Commercial Institute, Damascus, Syria. |
|  1996-1997 | ***High School Grad***, Science Branch, Saudi Arabia. |

* **Professional Experience:**

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| Sept. 2016 | * **Freelance Translator.**
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| Mar. 2014- July 2016 | ***SAMA – QATAR.**** **Customer Relations Management:**

Responsible for all back office assistance related to sales, preparing quotations, sales offer and contracts. Preparing and archiving all documentation required to execute and complete an order process on Navision (ERP System).Liaise with the team on seamless delivery schedules, and keep both customers and the team apprised of the schedule.Responsible for checking on status of payments and liaising with accounts team as well as keep the sales manager updated on an on-going basis.Responsible for maintaining the sales database, preparing sales reports as required by the sales manager.* **As Translator, Editor and proofreader:**

For company’s internal and external documentations, formal letters, and emails as needed. |
| Jan. 2009 –Nov. 2011 | ***Becker for Financial Solutions (Audit, Tax, Finance) -Syria.**** **As Project Coordinator:**

Create and maintain project schedules, identify & track milestones via Microsoft project Management- Lead day-day project management activities for ongoing projects- proactively identify, manage & resolve issues and risk- Serve as client–facing contact in the post-service- Ensure project stakeholders and management are kept appropriately informed of project status and that there is sufficient record- Identify lessons learned and improve recommendations for future projects- participate in client presentations- Develop best practices and tools for project execution- Prepare, present and negotiate contracts with customers. |
|  | * **As Accountant:**

Recording daily accounting entries and posting them in GL- Review daily transactions- Preparing monthly accounts- Bank reconciliation-* **As Auditor Assistant:**

 Participated in Coca Cola external audit team- with 4 colleagues. |
| 2005-20102010 | Freelance Translator with the following organizations:* Different essays and subjects.
* ***Tunisian Publishing House – Damascus, Syria***.

Translating part of reference Medical Book, for one year. |
| 20092007 | * ***Cham Holdings – Damascus, Syria.***

Translating different kinds of company’s documentations, in the construction filed, for few months.* ***Ernest & Young – Damascus, Syria.***

Translating financial reports, for few months. |
| 2006 | * ***Arab Center for Arabization, Translation, Authorship & Publication*** ***(ACATAP) – Damascus, Syria.***

Translating parts of reference Medical Books. |
| 2007 | ***ABC Centre for Tourism – Damascus, Syria.***  English teacher for Interchange Adult Courses, for 9 months. |
| 2003-2004 | ***Becker for Financial Solutions (Audit, Tax, Finance) – Damascus, Syria.**** **Accountant**

Recording daily accounting entries and posting them in GL- Review daily transactions- Preparing monthly accounts- Bank reconciliation. |
| 2002 | ***Scientific Assistant*** Preparing core material Power Point presentations for Drs. Lectured in private institutions or collages.  |
| 2000-2001 | ***Golden Group (men’s Garment Co.) – Damascus, Syria.**** **Accountant**

Recording daily accounting entries and posting them in GL- Preparing Purchase Order- Commercial Correspondence.  |

* ***Technical certifications:***

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| Date | ***Place & Course*** |
| 2012 | **Completed Disaster Management Training Camp****Organized by Qatar Red Crescent- Qatar** |
| 2012 | **Passed Business Management Skills (part four) of Internal Auditing Certification.** |
| 2011 | **PDI (Syria) -Certified of Internal Auditing CIA.**CIA Candidate- class 2010-2011. |
| 2010 | **Qatar, Doha- Sama** Navision (ERP System) - 2 weeks course. |
| 2010 | **Syrian Young Entrepreneurs Association** Executive Secretary -1 week. |

* ***Languages:***
* ***English:*** Excellent Command on English and pursuing higher level of competency and Higher Academic Learning. High proficiency in Medical- Business- commercial terms.
* ***French:*** familiar with French and pursuing higher level.
* ***Arabic:*** Native Language. Excellent creative writing abilities.
* ***Qualifications***:
* Excellent Experience of Microsoft Word, Excel, Power Point and outlook.
* Good experience in Navision (ERP System).
* Good experience in Access, Microsoft Project Management.
* Excellent in Internet and correspondence.
* Very good in typing (English and Arabic).
* Good knowledge of some other programs such as Corel Draw and Flash Macromedia.
* ***General Information:***
* Non smoker.
* ***Personal Belief:***

“Love what you do and do what you love”.

* ***Personal information:***
* **Name:** Nuha Al Qassas
* **Date of Birth:** 24/03/1978
* **Nationality:** Syrian.
* **Marital Status:** Single.
* **Address:** Qatar- Doha.
* **E-mail:** n.qassas@hotmail.com.
* **Mobile:** 00974-33546856