

PERSONAL
INFORMATION

Salma Ghassan Al Azmeh

📍 **Damascus , Al Farabei Street, Easter Mazzeh , Al Azmeh Building , 3rd floor , Syria.**
☎ **+963-11-6126634** 📠 **+963- 988375230**
✉ **puritysalma@gmail.com**
LinkedIn: salma G. Al azmeh
Skype:salmasalma4927
Sex Female | Date of birth 26/05/1988 | Nationality Syrian | Marital Status Single

WORK EXPERIENCE

REPLACE WITH DATES
(FROM - TO)

- **2016 to Present: Lecturing Management Science** at the Syrian Private University (SPU).
- **2015 to Present: Working at the Foreign Languages Center (FLC) _ as Department Manager** at the Arab International University (AIU).
- **2011 – 2015: As a Masters Exam Manager** at Syrian Virtual University (SVU).

EDUCATION AND
TRAININGREPLACE WITH DATES
(FROM - TO)

- 2017 , Preparing for my Doctoral Thesis (PHD)** at Damascus University_ Business Administration Department _ Faculty of Economics.
- **2015. Marketing Masters** with an **Excellent GPA:87.55%** from Damascus University (Business Administration_ Marketing Department).
 - **2013. Junior Investment Analysis (JIA) Certificate Holder** from Kaplan-Shwesere Institute _ USA.
 - **2010. BSc. Bachelor of Business Administration,** Damascus University, Syria, **GPA: 78.38%.**
 - **2012. (Marketing and Advertising Course)** at the American Language Center.
 - **2012. (Al Ameen Accounting Program Certificate)** Khwarizmi institute.
 - **2008.(International Computer Driver License)** New Horizon Institute.

PERSONAL SKILLS

Languages

Arabic:

- Mother tongue.

English:

- International English Language Testing System (**IELTS**) exam with **6.5 overall (6 Reading – 6.5 Listening – 6.5 Writing – 7 Speaking) grade**.
- **2015:** Passed the Doctoral English Test at the Higher Language Institute with an Advanced Score (**81%**).
- **2014:** Passed the National English Test at the Higher Language Institute with an Advanced Score (**97%**).
- **2009-2012:** English: **Fluent** (Reading, Writing and Speaking). Finished all levels at (**American Language Center**) **8B level**.

Turkish:

- Beginner learner

Communication skills

- High communication skills and Interpersonal skills.
- Accuracy and punctual in doing thing and presentation skills.

Organisational /
managerial skills

- High leadership skills according to my experience at the Syrian Virtual University dealing with my exam team (10 colleagues).

Job-related skills

- Good Communication skills.
- Good Data analysis.
- Good Data interpretation.

Computer skills

- Good command of Microsoft Office™ tools.
- Good at using accounting software.
- Good at using SPSS software.

Volunteering

- **2010.** At the (**American Language Center**) A fun day at a Charity Project.
- **2013.** Participating in charity programs in order to help Syrian refugees.

Driving licence

- I hold a private driving licence from Damascus.

ADDITIONAL
INFORMATION

Publications
Presentations
Projects
Conferences
Seminars
Honours and awards
Memberships
References

2017. Attending the SCMFE 2017 conference First scientific conference in business, finance and investment in Syria _ Sponsored by Arab International University (AIU).

2015. I Published a scientific research paper “The Impact of customer relationship management on customer satisfaction – A case study on the Syrian virtual university-“ at **Damascus University Journal for Economics and Legal Science**.

2014. Attended a workshop (Financial Investment Workshop): Investing in the Damascus Security Exchange (DSE) strategies and tools.

2011. Attended a workshop in Public Relations at the International Public Relation Association in Syria.

2011. Attended a (Focus Group): Syrian- Oxford Leadership Development Program at the presidency of Damascus University.

2010. Attended a workshop (Step Project): Damascus University Career Management Center sponsored by Junior Chamber International Damascus (JCI).

2010. Attended a conference (Electronic Database Investing and Electronic Libraries) at Damascus University for three days.

2010. Attended a conference (Increasing Competitive Capabilities in Arab Economies) by using Governance concepts and capabilities for 5 days.

ANNEXES

Replace with list of documents annexed to your CV. Examples:

- copies of degrees and qualifications;
- testimonial of employment or work placement;
- publications or research.