

Curriculum Vitae

PERSONAL INFORMATION:

Name: Christen Saad

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Sex Female | **Date of birth** 16/11/1990 | **Nationality** Syrian

WORK EXPERIENCE:

- ❖ **2019- 2020 Lecturer (Part time)**
Kalamoon University – Damascus –Syria
Main Duties and Responsibilities:
 - ✓ lecture planning, preparation and research
 - ✓ contact and teaching time with students
 - ✓ checking and assessing students' work
 - ✓ general administration
 - ✓ writing research proposals, papers and other publications
 - ✓ reading academic journals
 - ✓ Tracking attendance and calculating grades
- ❖ **2019-2021 Trainer**
Intilaaqah project in the Joint Charity Committee
Caritas Syria - Homs Office
Entrepreneurship courses for entrepreneurs
- ❖ **2018- 2020 Vice President of Community Program (Volunteer)**
JCI (Junior Chamber International)
Al Wadi Homs –Syria
- ❖ **2017- Now Active Member**
Syrian Association of financial and accounting professions
Homs –Syria
- ❖ **2018- Now Trainer**
Consultative Center for Training and Skills Development
Homs –Syria
Main Duties and Responsibilities:
 - ✓ Training plan
 - ✓ Timing of different training sessions
 - ✓ Choosing the relevant training methods
 - ✓ Preparing the training materials and aids
 - ✓ Conducting training sessions and
 - ✓ Evaluating the post training session

❖ **2017- Now Volunteer**

The Department of Ecumenical Relations and Development (GOPA-DERD) Kattina-Homs -Syria

❖ **2016- Now Lecturer**

The faculty of management & E-economics WADI international university – Homs –Syria
Main Duties and Responsibilities:

- ✓ lecture planning, preparation and research
- ✓ contact and teaching time with students
- ✓ checking and assessing students' work
- ✓ general administration
- ✓ writing research proposals, papers and other publications
- ✓ reading academic journals
- ✓ Tracking attendance and calculating grades

❖ **Feb 2014- July 2014 Lecturer**

The faculty of tourism

▪ Al Baath University – Homs – Syria

Course: Public relationship

Main Duties and Responsibilities:

- ✓ Lesson planning, preparation and research
- ✓ Assessing students' work
- ✓ Help and supervise students in class
- ✓ Prepare for lessons by getting materials ready or setting up equipment.
- ✓ Tracking attendance and calculating grades

❖ **2013-2016 Accountant & Administrative**

Al Majd Trading Company

Commercial Tenders - Import & Export. Main Duties and

Responsibilities:

- ✓ Prepare, examine, and analyze accounting records, financial statements, and other financial reports
- ✓ Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice
- ✓ Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
- ✓ Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents
- ✓ Make travel, meeting and other arrangements for staff
- ✓ Back-up electronic files using proper procedures
- ✓ Reply to general information requests with the accurate information
- ✓ Update and ensure the accuracy of the organization's databases

❖ **2009-2020 Tutor (Private Teacher)**

Courses: Business subjects (accounting, finance, statistics management, and Maths) for high school students and undergraduates

▪ Homs – Syria

Main Duties and Responsibilities:

- ✓ Work with students to improve their skills in certain subjects.
- ✓ Prepare lessons, and assign and correct homework.
- ✓ Prepare and correct tests.

- ✓ Evaluate students' progress and discuss the results with students and/or their parents.
- ✓ Identify students' individual learning needs.

EDUCATION AND TRAINING:

❖ **2015-2018 Master degree in Economics.**

The faculty of Economic , Tartous University – Tartous – Syria

Grade achieved 80.22%

- ✓ Thesis Title: “The Impact of Physical Evidence of Banking Service on Customer Loyalty .A Field Study on Private Banks in Homs Governorate”.

❖ **2009-2013 Bachelor’s Degree in Management & Economics**

E Marketing, Advertising & Public Relationship

The faculty of management & E-economies, WADI international university – Homs –Syria **Grade achieved 92.66%**

- ✓ Dissertation (Customer services and marketing strategies at duty free markets in the Middle East region-A case study of Beirut Duty Free

❖ **2005-2008 School Diploma (General Secondary certificate – Scientific Branch)**

ALKEFAA high school – Homs Syria

Grade achieved 218/240 = 90.8%

PERSONAL SKILLS:

- **Mother tongue(s)** Arabic
- **Other language(s):**
English: very good.
 - FC (First Certificate at English Language) from Wadi international university.
- **Communication skills:**
 - Good communication skills gained through many projects I did with my university colleagues as a work team and by taking a communication skills course
 - Teamwork: I was the head for many teams made to did some project in the university
- **Organizational / managerial skills:** ▪ leadership (gained through my education when I was a responsible for many teams made it for specific project.
- **Computer skills:**
 - Very good command of Microsoft Office™ tools
 - International Computer Driving License ICDL
 - Good at SPSS (Statistical software)
 - Confident and effective user of social media: Twitter and Facebook.
 - Good working knowledge of Microsoft Windows environments
- **Other skills**
 - Reading, Sports (Basketball and jogging). Traveling and experiencing different cultures.
 - Discipline and critical thinking
 - Good knowledge regarding research design.
 - Good experience in academic supervision.
 - Hardworking, active, self-motivated.

- Excellent teamwork & inter-personal skills
- Communicating effectively at all levels whilst existing respects tact and diplomacy
- Adapted to other people working style within groups
- Keen aptitude towards challenging opportunities in any society
- Training needs assessments- instructional design- facilitation skills- presentation skills- the use of presentation technology- measuring the effectiveness of training
- Communicate to the trainees about what is expected out of training in a simple and professional way.
- Develop a competency and skill sets in an individual to perform his/her effectively and efficiently in the work place.

➤ **Driving license:** ▪ B

➤ **Publications**

- ✓ The Impact of Physical Evidence of Banking Service on Customer satisfaction "A Field Study on private banks in Homs Governorate" *Research Journal of Al - Baath University*, Economics & Law series, vol.40, 2018.

➤ **Courses Taught and Capability to Teach the Following:**

- Financial Mathematics.
- Accounting
- Statistic & operation Research
- Trading
- Computer Skills
- Training Soft Skills
- Customer Relationship Management
- E-Marketing
- Electronic Trade and purchasing
- Communication Skills
- Public Relationship

ADDITIONAL INFORMATION:

Projects:

- "Tailor online": research project carried out during an E-marketing course (Undergraduate research study).
- "A case study of marketing strategy at Procter & Gamble Company "carried out during an Electronic Trading & planning course (Undergraduate research study)

Seminars:

- "Customer Behavior at Duty Free Market" research (Undergraduate research study)

Honours and awards:

- Ranked first amongst all graduates in university student academic records, classification based on graduation rate.
- Full scholarship to obtain a BSc degree in E-Marketing, Advertising & Public Relationship at Wadi international university – Homs –Syria