



Curriculum Vitae

Hiba Ali Mansour
Mob: 0992-757274

PERSONAL DATA:

- Date of birth: 24-10-1988.
- Place of birth: Damascus, Syria.
- Marital status: Single.
- Home Address: Damascus\ Mazzeh Jabal.
- Tel: 011\6614859.

PERSONAL PROFILE:

- banking commercial institute graduate who is ambitious to find a position in a well established firm.
- An excellent communicator, reliable and able to work on own initiative or as part of a team, remaining adaptable and flexible in all situations.
- My objective is to improve my Knowledge in business and my administrative skills performing these objectives on a professional basis.

EDUCATION AND QUALIFICATIONS:

- Degree: BA in banking commercial institute at Damascus University.
- Attending advanced English courses.
- Attending advanced courses in Microsoft Office.

LANGUAGES:

- **Arabic:** native language.
- **English:** very good reading, writing, speaking and listening.

RELATED EXPERIENCE AND SKILLS:

- Problem solving skills.
- Strategic planning skills.
- Reports design skills.
- Researching skills.
- Interpersonal Communication skills.
- Cross-cultural Communication skills.
- Advanced Internet & Email skills.
- Organizational skills.
- Microsoft office skills.

PREVIOUS WORK EXPERIENCE:

- I have worked at the Real Estate Bank and Popular Credit Bank by Patrol contracts.
- I have worked at the General Directorate of Antiquities and Museums for two years and half.

REFERENCES AND CONTACTS: Available when requested.