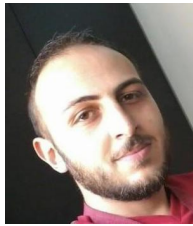





PERSONAL INFORMATION

Ebrahim Nomer



 Dubai (United Arab Emirates)
 (+971)502944095
 ebrahim.nomer@gmail.com

WORK EXPERIENCE

01/02/2013–31/09/2017

**The Department of Ecumenical Relations and Development (DERD) .
Swedi (Syria)**

- I worked as a warehouse Manager in the department for two years,
- Then I upgraded in my work and became Head of Procurement for three years

01/11/2017–30/09/2019

**- Accountant at super market and sales executive
Beirut (Lebanon)**

- Responsibilities
 - Representing the company in various exhibitions and trade fairs
 - Launching and distributing several products
 - Recruiting, interviewing and training several sales staff
 - Boosting sales in my department every month
 - Researching the market on a regular basis for related products
 - Arranging several effective client demonstrations
 - Liaising with the suppliers in order to make sure that existing orders increase

EDUCATION AND TRAINING

2012–2017

**Bachelor's degree in– business section - marketing
TISHREEN UNIVERSITY - FACULTY OF ECONOMIC – BUSINESS SECTION – MARKITING
BACHELOR DEGREE OF MARKITING – 2017**

PERSONAL SKILLS

Mother tongue(s) Arabic

Foreign language(s)

| | UNDERSTANDING | | SPEAKING | | WRITING |
|---------|---------------|---------|--------------------|-------------------|---------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| English | B1 | B1 | B1 | B1 | B1 |

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

| | |
|----------------------------|-------------------------------|
| Excellent communication | skills Good analytical skills |
| Keen observer | Trustworthy |
| Smart working ability | Multitasked |
| Work in Team under presser | Rapidity for learning |

Organisational / managerial skills

| | |
|------------------|---------------------|
| Accounting | Corporate Finance |
| Reporting Skills | Attention to Detail |

| | |
|--------------------------------------|----------------------------|
| Deadline-Oriented | Reporting Research Results |
| Confidentiality | Time Management |
| Data Entry Management | Basic Math |
| Accuracy | Planning and Organizing |
| Scheduling and Monitoring | Communication Skills |
| Problem Analysis and Problem-Solving | |
| Skills Initiative | Confidentiality |

Job-related skills

- Good command of MS office (MS Excel, MS Word, MS powerpoint) ---
- Good computer skills for data entry
- Internet Savvy

ATTACHMENTS

- Accountant Certificate.pdf
- Experience Certificate.pdf

Experience Certificate.pdf 

GOPA DERD

بطريكية أنطاكية وسائر المشرق للروم الأرثوذكس
دائرة العلاقات المسكونية والتنمية

Ref: GOPA –RL /24/17

To whom it may concern

Dear Sirs,

This is to certify that **Mr. Ebrahim Moneer Nomer** of Syrian Nationality has served as a volunteer at the Department of Ecumenical Relations and Development (DERD) affiliated to The Greek Orthodox Patriarchate of Antioch & All the East (GOPA) as a Warehouse Keeper, from January 9th -2014 to September 1st -2017.

During **Mr. Ebrahim's** volunteer service, he has proven commitment, accountability and hardworking accomplishments while carrying out his duties as well as having an understanding of the needs of the communities.

Should you require further information about **Mr. Ebrahim**, we would be pleased to assist you in any kind of opportunities that may be available at your end.

Archimandrite **Dr. Alexi Chehadeh**Director-General of DERD,
Department of Ecumenical Relations & DevelopmentDamascus, August 22th, 2017

WWW.GOPADERD.ORG

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