



obada hallak

Date of birth: 15/01/2000 | **Nationality:** Syrian | **Gender:** Male | **Phone number:**

(+971) 0504105295 (Mobile) | **Email address:** opada.hallak99@gmail.com |

LinkedIn: <https://www.linkedin.com/in/opada-hallak-11673b1b7/> |

WhatsApp Messenger: +9710504105295 |

Address: Almajaz 3-opposite almajaz theatre, sharjah, sharjah, United Arab Emirates (Home)

ABOUT ME

As a recent graduate, I am excited to launch my career and apply the knowledge and skills I've learned throughout my academic journey. I am a motivated and enthusiastic individual who is eager to learn and grow in a professional setting.

During my studies, I developed a strong foundation in (accounting, Programming, marketing), which has equipped me with the ability to think critically, solve problems, and work collaboratively with others.

Additionally,

I am a proactive and goal-oriented individual who is committed to delivering high-quality work. I am always looking for opportunities to challenge myself, learn new things, and contribute to the success of my team and organization.

WORK EXPERIENCE

03/08/2023 – 28/01/2024 sharjah, United Arab Emirates

SHOP CASHIER RUMAN ALSHAM

Record sales
Receiving payments
Providing customer service
Reports preparation

15/10/2020 – 23/05/2023 Aleppo, Syria

FINANCIAL ACCOUNTANT KOREAN CENTER FOR BATTERIES

Generated weekly, monthly, and annual financial reports for management
Handled accounts payable and accounts receivable, resulting in improved cash flow and reduced overdue payments
Reconciled financial accounts and identified discrepancies, resulting in improved accuracy of financial statements

09/03/2018 – 14/05/2020 Aleppo, Syria

CASHIER ALHARAM EXCHANGE

Customer Service
Transaction
Currency Exchange
Cash Handling

EDUCATION AND TRAINING

27/09/2018 – 15/03/2023

BACHELOR MANAGEMENT INFORMATION SYSTEMS Aleppo University

Address Aleppo, syria

● **LANGUAGE SKILLS**

Mother tongue(s): **ARABIC**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B1	B1	B1	B1	B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Social Media | Facebook Ads Como Promover um Negcio Local no Facebook | Google Analytics Google Ads e Google Search Console | Microsoft Office | Microsoft Excel | AL-Ameen Accounting System | Data Entry/ Data Manipulation

● **ADDITIONAL INFORMATION**

HOBBIES AND INTERESTS

swimming

Karate
