

Mustafa Asleh

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Summary

Compassionate Business Administration graduate with experience in sales, customer service, and volunteer fieldwork. Skilled in communication, organization, and community outreach. Fluent in Arabic and English, dedicated to making a positive impact in humanitarian and development projects.

Work experience

Community outreach volunteer, 08/2023-10/2023

Namaa development association - Aleppo, Syria

- Conducted surveys in the service area with the team Carried out field visits to homes of beneficiaries
- Recorded beneficiary data, introduced them to the association's services, and fulfilled their needs
- Participating in joint projects that serve the community and residential neighborhoods
- Proposing collective or individual initiatives to serve the community through the association.

Funds transfer agent. 04/2021-06/2023

Al-Bahar money transfer services-Aleppo, Syria

- Managed daily cash transfers from international branches and ensured timely delivery to recipients in Aleppo
- Verified and processed transactions accurately, maintaining meticulous records of all financial activities.

Salesman, 01/2020-02/2021

Ayob optical- Aleppo, Syria

- Assisted customers in selecting perfect glasses frames and lenses
- Conducted fittings to ensure glasses were comfortable and properly adjusted.

skills

- Customer service and support expertise
- Team collaboration
- Attention to detail
- Organization skills
- Community outreach and fieldwork

Education

Bachelor's Degree In Economics, Business Administration Department: 01/2021
Damascus university - Syria

Volunteering

Volunteer kitchen assistant, 02/01/23, 04/01/23, Saed association, Volunteered with Saed Association to work in a kitchen preparing ready-to-eat meals for displaced individuals and shelters in Aleppo city during the earthquake response in Syria last year

Languages

English : Upper intermediate (B2)

Arabic : proficient (C2)