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**TAREK**

**TAREK.333422@2freemail.com**

**PERSONAL DETAILS**

**Date of Birth:** July 18, 1976

**Nationality:** Spanish

**Gender**: Male

**PROFESSIONAL EXPERIENCE**

**Nov. 2016 – present Humanagement – Dubai, UAE**

*Client Service Executive*

 **Responsibilities:**

* Build and maintain a strong relationship with the client
* Respond promptly to client inquiries, and handle and resolve complaints and requests
* Maintain fluid and clear communication between the client and the agency
* Communicate and coordinate with internal departments
* Ensure that projects are delivered on time and within budget
* Monitor and oversee the progress of projects between agency departments so that resources are directed to meet and exceed client expectations

**May 2008 – July 2016 Spanish Embassy in Damascus, Syria**

 *Administrative Assistant*

 **Responsibilities**:

* Conducting market research for Spanish Commercial Office
* Following up on regional news and events and preparing daily reports for the diplomatic corps
* Inventory and correspondence keeping
* Archiving and data management
* Ensuring proper functionality and availability of equipment and supplies
* Assisting with logistics and procurement of equipment
* Covering and giving assistance to a wide range of positions in the consular section
* Providing interpreting and translation services
* Giving assistance to the Cultural Section when organizing events

**Aug. 2006 - April 2008 ALTEX Trading & Export - Damascus, Syria**

 *Assistant Manager*

 **Responsibilities**:

* Management of company files and accounts
* Correspondence keeping
* Coordinatinating and organizing the schedule of international visitors and clients
* Served as liaison between the MD and the company’s associates and clients
* Representing the company in meetings
* Acting as translator and interpreter

**1997 - 1999**  **Freelance Interpreter & Translator**

 *Arabic, English & Spanish*

* Provided translation and interpretation services for companies and private parties

**ACADEMIC QUALIFICATIONS**

**2001-2005 Damascus University**

*B.A in English Literature*

**1995-1997 Lebanese American University**

*Minor in Business Administration*

**1990-1994** **Pakistan International School of Damascus**

 *International General Certificate of Secondary Education (IGCSE)*

**CERTIFICATES**

* Certificate in Social Media Marketing – ALISON

**LANGUAGES**

* **Spanish** **& English**: Equally fluent in both languages (native level)
* **Arabic**: Native speaker

**RELEVANT SKILLS**

 **Computer/IT Competence**

* Proficient with MS Office & Adobe Photoshop
* Perfectly acquainted with Internet browsers and related applications
* Research and data collection
* Excellent understanding of computer hardware, maintenance and assembly

 **Other skills**

* Arabic calligrapher
* Graphic designer
* Web designer
* Editing

 **Personal Profile**

* Great flexibility and adaptability
* Capable of performing tasks requiring autonomy and creativity
* High level of professionalism and commitment with a strong work ethic
* Proven administrative and organizational skills
* Good analytical skills