

# Madleen Abdo

DATE OF BIRTH:  
4 Jun 1992

## CONTACT

Nationality: Syrian

Gender: Female

AlZaazuqania,  
Lattakia, Syria

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33920897

Other: Madlin Abdo

## ABOUT ME

Leading, optimistic, understanding, constructive minded.

## EDUCATION AND TRAINING

### CURRENT

Faculty of Economics - Fourth year

Technical Diploma in agricultural sciences - specialization in protected crops

Certificate in Public Relations

Certificate of experience in Al-Ameen program for accounting and warehousing

Diploma in Functional Qualification

#### Field(s) of study

- Business, administration and law : *Management and / administration Secretarial and office work / Work skills Business and administration not elsewhere classified*
- HRM
- Strategic Planning
- Customer Service Management

Diploma in Business Entrepreneurship

#### Field(s) of study

- Office Management
- Small project management
- Manage profits and costs
- Marketing Management
- Sales Administration
- Public Relations Department for the project owner

## LANGUAGE SKILLS

MOTHER TONGUE(S): Arabic

OTHER LANGUAGE(S):

English

Listening  
A2

Reading  
A2

Spoken  
production  
A2

Spoken  
interaction  
A2

Writing  
A2

## DIGITAL SKILLS

Microsoft Office: Word, Excel, Access, Power Point, Outlook. / Microsoft word, Excel

## MANAGEMENT AND LEADERSHIP SKILLS

Effective Leadership

Good management skills and timely decisions

Manage a team of people and organize their own tasks

Work automation and distribution in a sophisticated and fast