


PERSONAL INFORMATION

Abdulkader Khouja



 10/2 Saral sokak, Topçular mahallesi, Kocaeli, 41300 Izmit (Turkey)

 00905537332157

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Sex Male | Date of birth 01/07/1994 | Nationality Syrian

JOB APPLIED FOR

Accountant

WORK EXPERIENCE

07/2015–Present

Translator

Freelance, Aleppo (Syria)

Freelance translator online and with some enterprises.

04/2014–Present

Teacher of Economics and Accounting subjects.

Freelancer teacher., Aleppo (Syria)

06/2017–Present

Accountant

Freelance, Aleppo (Syria)

09/2016–06/2017

Life Skills Assistant

THE CREATIVE GENERATION DEVELOPMENTAL CENTER, Aleppo (Syria)

12/2016–04/2017

Volunteer with the PDM team

NAMA'A DEVELOPMENTAL ASSOCIATION, Aleppo (Syria)

The admin of the team

10/2016–05/2017

Initiator

ATHAR project-NAMA'A DEVELOPMENTAL ASSOCIATION, financed by UNICEF office, Aleppo (Syria)

10/2014–08/2016

Volunteer with the water team

Syrian Arab Red Crescent, Aleppo (Syria)

08/2014–04/2016

psychological social supporting

AL-TA'ALOUF CHARITY ASSOCIATION, Aleppo (Syria)

12/2013–08/2014

Front Office

New Horizons Computer Learning Centre, Aleppo (Syria)

10/2012–11/2013

Receptionist

Syriatel company, Aleppo (Syria)

08/2010–09/2012 **Super market salesperson**
Al-Bassal super market, Aleppo (Syria)

EDUCATION AND TRAINING

15/09/2013–17/07/2017 **Bachelor in ECONOMICS AND INTERNATIONAL ECONOMIC RELATIONS** The top student.
Aleppo university, Aleppo (Syria)

Al-Bassel prize for the top students
Aleppo university, Aleppo (Syria)

Preparing for CMA exam
Accad center, Aleppo (Syria)

Certificate of Secretary
AL-TA'ALOUF CHARITY ASSOCIATION, Aleppo (Syria)

ICDL course
CPC center, Aleppo (Syria)

Certificate of life skills
NAMAA DEVELOPMENTAL ASSOCIATION, Aleppo (Syria)

PERSONAL SKILLS

Mother tongue(s) Arabic

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Trurkish	A2	A2	A2	A2	A2
French	A2	A2	A2	A2	A2

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

- I am a talkative, joiner, helpful person, and I have many relations with different kinds of people.
- I enjoy writing poems, which allows me the freedom to explore my creative side and stimulates me to think analytically to improve my abilities.
- I like reading about different topics related to Economics, Business, Philosophy, Religion, History, Policy and Astronomy in both Arabic and English.
- Good communication skills gained through my experience in products marketing.
- An excellent Communication skills gained through my experience in teaching Economic and Accounting subjects.

Organisational / managerial skills

- Good planner under pressure and ordinary conditions.
- Excellent team worker: I have worked with classmates in various types of projects.
- I was the admin of a team established Self-Education Environment at the faculty of Economic, Aleppo University.

Job-related skills

- I have worked for different charity associations in psychological social supporting, teaching and helping emigrant families.
- I work freelance in teaching and some different tasks in favour of some enterprises.
- An excellent experience in teaching Economic and Accounting subjects.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital skills - Self-assessment grid

Designing accounting system by Microsoft Excel