



## **Saya Ghojal**

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### **Personal information:**

**Full name:** Saya Ghojal  
**Date of Birth:** 1/1/1987  
**Place of Birth** Damascus  
**Nationality:** Syrian  
**Marital Status:** Single  
**Address:** Damascus, Masaken Barzeh, Bldg. No. 53  
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### **Areas Of Expertise:**

**Business administration**  
**Administrative support**  
**Project planning**  
**Marketing & PR**  
**Customer service**  
**Report writing**  
**Presentations**

### **Professional profile:**

*A well-presented and pro-active manager who has a relentless drive to have a broad impact rather than just deliver results. Possessing vast experience of coordinating and managing all project activity, providing clear guidance and leadership to a team and ensuring that all legislative requirements are fully met. Saya is a confident communicator with strong interpersonal and analytical skills who thrives on social interaction and customer satisfaction. She is presently looking for a rewarding new position where skills, knowledge and expertise gained throughout experience to date can be applied and further professional development achieved.*

## Qualifications, Experience & Skills:

### Academic Qualifications:

- 2011 \_ 2015**                      **Damascus University, Faculty of Economics.**  
*Master Degree in Marketing, Department of Business administration.*
- 2004 \_ 2009**                      **Damascus University, Faculty of Economics.**  
*Degree of Bachelor in Economic, Department of Business administration.*

### Academic Activities:

- Public Relations:**                      3 – Month course, Economic University.
- E – Marketing:**                      6 – Month course, Economic University.
- Business Communication:**                      1 – Month course (ALC).
- Tutor at Syrian Virtual University:** 2016 till date

### Experience:

#### Syrian Virtual University:

- 1 / 1 / 2011 \_ 1 / 4 / 2013**      *Exam coordinator for Higher National Diploma in Computing and Business Applications (HND) in corporation with Edexcel.*
- 1 / 4 / 2013 \_ 1 / 5 / 2015**      *Associate Director of Exam Department.*
- 1 / 5 / 2015 till date**              *Exam Director.*
- 1 / 4 / 2018 till date**              *Director of Center for Lifelong Learning*

### Workshops:

- 9 – 10 / 4 / 2018**                      *Presentation about the Syrian Virtual University (evolution, programs, systems of learning) in the workshop organized by the UNISCO (The United Nations Educational, Scientific and Cultural Organization) about “Digital Transformation and Open Educational Resources (OER): Towards Quality and Recognition in Syrian Universities”, Beirut, Lebanon.*

**Professional:**

**Degree in Business Administration:**

**Duties:**

- *In charge of 10 members of staff.*
- *Define project scope, objectives, milestones and deliverables.*
- *Managing and motivating staff to increase the results and ensure business efficiency*
- *Manage projects, and drive the project team from start through to completion*
- *Reviewing current organizational effectiveness and making recommendations for improvements.*
- *Regularly communicate project expectations to team members and use their feedback to optimize progress.*
- *Producing reports on performance, then measuring these against set indicators*
- *Writing detailed and summarized project progress reports.*
- *Keeping senior management informed of changes in my areas of responsibility.*

**Key Skills and Competencies:**

- *Strong organizational, administrative and analytical skills.*
- *Ability to maintain confidentiality.*
- *Excellent working knowledge of all Microsoft Office packages.*
- *Ability to produce consistently accurate work even whilst under pressure.*
- *Ability to multi task and manage conflicting demands*
- *Exceptional verbal and written communication skills.*
- *Should possess strong interpersonal and negotiation skills.*
- *Fluent English, American language center, level 7.*

**References: Available upon request.**