**Curriculum Vitae**

**name: Misoun farok Nassan Agha**

**Date of Birth: June 17, 1966**

**Place of Birth: syria - idleb**

**Citizenship: syrian**

**Visa Status: Permanent Resident**

**marital status: single**

**residence permit: iqama**

**email:** MAISOUN.NASSANAGHA@IODPHR.ORG

**f.b:** [**https://www.facebook.com/maisoon.nassanagha**](https://www.facebook.com/maisoon.nassanagha)

**address: Jeddah- alrawda – ibnzaidoun street**

**Education**

**Bachelor degree - English Literature. University of Aleppo, Syria. From 1984 – 1987**

**Master degree - International Business Administration (HR) from American Liberty University, California. From 2008 -2009**

**PHD/ on process, (humanities). University of Vienna, Austria From 2013- currently on.**

**Self-evaluation & Creative thinking courses through several training sessions.**

**Personal attributes:**

/// Writer

/// An ambassador for the international organization for peace defenders and human rights and non-violence, / IODPHR/

/// A member in the committee of public relations in the Saudi assembly for culture and arts/ Jeddah.

/// Volunteer in the VAT organization/ Jeddah.

A well-known writer and poet in social media.

/// Won a prize of documentary movies directors, representing kingdom of Saudi Arabia in CAM FESTIVAL/CAIRO/

/// Has a volunteer certificate in King Abdul-Aziz University /center of excellence .

/// Got honoring certificates for twenty years teaching English in Jeddah.

References are available on request.

**Professional profile**

**A dedicated positive and results-driven energetic excutive secretary, and also a writer, commited translator, editor in media, and arabic English amendments corrector for books and ESSAYS.**

**A long expert as a group work SUPPORTER WITH a highly successful background in the achievement of fruitful growth through the creation and execution of successful strategies. Possesses excellent interpersonal, communication and negotiation skills and the ability to develop and maintain mutually beneficial internal and external relationships. Enjoys being part of, as well as managing, motivating and training, a successful and productive team of workers, and thrives in highly pressurized and challenging working environments.**

**EXPERIENCE, SKILLS & KEY COMPETENCIES**

Strong organizational and time management skills. In depth knowledge of secretarial software, Outlook, Microsoft excels and Word. Excellent presentation, interpersonal & communications skills - both written & oral.

Business development skills Able to identify and qualify potential new clients. Experience of and able to communicate effectively with key decision makers i.e. Heads of Departments and senior managers. Ability to recognize buying & closing signals. The ability to research potential corporate clients in detail. Familiar with risk assessment, asset class analysis, ratings and forecasts and rigorous benchmarking of the business environment. Conversant with Microsoft office applications and CRM database systems. Identifying cross-selling opportunities. Preparation of tenders for new business. Knowledge of how to cleanse and maintain prospect and customer records on the database. Can speak fluently English language.

Self-motivated and can act on own initiative. Can quickly learn in a consultative work. Excellent negotiation and problem solving skills. Flexible with working hours. Adaptable and have a positive attitude towards change. Motivated, persuasive and goal orientated.

**Duties:**

Responsible for all company secretarial functions, duties and responsibilities. Organizing, preparing agendas for, and taking minutes of board meetings. Monitoring changes in the business legislative and regulatory environment. Providing advice to colleagues and senior managers on administrative matters. Maintaining statutory books i.e. registers of members, directors and secretaries. Updating and maintaining all licenses and Companies House records. Dealing with correspondence. Developing & implementing admin policies & procedures to improve efficiency. Involved in the creation of new companies and limited partnerships.

Preparing and filing dormant accounts. Reporting in a timely & accurate manner on company procedures & developments. Ensuring the company complies with standard legal practice and maintains standards of corporate governance.

Identifying, researching and targeting new business prospects. Liaising with new and existing clients over the phone and meeting them face to face. Gaining new appointments from hot and cold leads. Managing and maintaining databases of potential clients. Developing strong working relationships with prospective new clients. Producing monthly pipeline reports for management purposes. Providing support to the sales and marketing team through a variety of additional activities.

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