

Mohamed Khalil

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PROFILE

An ambitious and skilled person with years-long experience in difficult and demanding job positions. Bachelor's in Law and experience in administrative positions (3 years), trading of foodstuffs (4 years) and trainee Lawyer (2 years). In my various positions, I have developed essential skills like adaptability, responsibility and team working. Organizational, attentive and communicative, I am eager to be a productive member of this society and contribute greatly.

WORK EXPERIENCE

Trainee Lawyer "Ahmed Hagen Taleb" Lawyer's Office, Aleppo, Syria | 2013 - 2014

- Representing clients in court
- Preparing official applications for court (lawsuit, signatures, etc.)
- Trained on how to communicate with judges, other lawyers, clients etc.

Merchant | Freelancer, Aleppo, Syria | 2009 - 2012

Trading foodstuffs & cleaning materials from Aleppo's port to Aleppo and other cities

Administrative officer | Administrative Affairs of Government of Syria, Aleppo, Syria | 2008 - 2011

- Check department reports
- Receive post and deliver it to the manager
- Archive properly hard copies and digital media
- Check the schedule for salaries of employees
- Intensive use of Word and Excel

EDUCATION & TRAINING

BSc in Law | 2007-2011 Aleppo University, Aleppo, Syria

Graduate of "Althware" High School | 2004 – 2006, Idleb, Syria

Microsoft Suite training | 2004 - 2006 Academy "Alkayley", Aleppo, Syria

LANGUAGE SKILLS

Arabic

Mother Tongue

English

Independent User

Greek

Basic User

DIGITAL SKILLS

Excellent use of MS Windows

Excellent use of **Microsoft Office Suite (Word, Excel, PowerPoint, and Access)**

Advanced **Web searches and email**

Independent User of HTML, CSS, and JavaScript

HARD SKILLS

- GFOSS, Athens, 'Web Design and Web Development course'| 10/2019-12/2019
- GCR & Ermes (Effective and Respectful Mental Health Support), 'Mental Health and translation in the refugee setting'| 7-17/1/2020

SOFT SKILLS

- Responsibility, positivity and organizational skills developed by working as an administrative officer
- Teamwork, communication skills and problem-solving developed while as a trainee lawyer
- Adaptability and decision-making developed while working in difficult working environments
- Customer Service-oriented, sensitive when working with clients
- Attention to detail and multi-tasking skills developed by dealing with numerous important duties
- Sense of initiative and diplomacy, developed when dealing with difficult customers and employers