

RIMA ALSET

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• Sharjah, UAE

PERSONAL DETAILS

• Date of birth: 02 / 06/ 1996 - Visa status: UAE Resident Visa - Nationality: Syrian

PROFILE SUMMARY

I am a skilled **project manager & Account Coordinator** with three years of experience in Syria. I have extensive expertise in my field, which has enhanced my experience and skills. My strengths and experiences are specific to my line of work, and I am ready to offer my best efforts for the benefit of your esteemed institution. Furthermore, I possess practical and personal skills that I believe will aid your institution, and I hope to develop myself and my experiences while working for you. I can work with excellent leadership while maintaining organization, comprehensiveness, and accuracy.

STRENGTHS AND EXPERTISE

- Data Analysis.
- Customer Service.
- Conducting research.
- Data Entry.
- Using Microsoft Office well.
- High communication skills.
- Ability to negotiate.
- Development skills.
- Leadership.
- Critical and creative thinking.
- Hard-working.
- problem-solving skills.
- Accuracy and attention to detail.
- Ability to work with a team.
- Organizational skills.

PROFESSIONAL EXPERIENCE

Spacetoon (Venus for Art Production).

6/2023 – 2024

“Project Manager” - (Remote work)

Working on several projects remotely includes the following tasks:

- Preliminary research by conducting research online and from several different sources related to the project.
- Entering and analyzing data, collecting information from multiple sources, evaluating it, and choosing the most appropriate one by the project requirements.
- Writing reports, summarizing the research results, and presenting them clearly and understandably. Submitting the final results after obtaining the approval of the issuing authority. The results are organized into tables for approval in project implementation and saved within the company's files.
- Developing project scopes and objectives, involving all relevant stakeholders, and ensuring technical feasibility.
- Creating and maintaining comprehensive project documentation.
- Communicate effectively with all project stakeholders, including clients, team members, and executives.

“Project Manager & Account Coordinator”

- Completely managing task processes. This is done by distributing tasks and responsibilities to team members and directing them, in addition to monitoring the progress of the project and providing clear instructions to ensure that the work conforms to the required standards.
- Developing relationships with companies and customers through executing orders with high quality and adhering to deadlines for delivery, in addition to sophistication in dealing through various communication channels such as social media and e-mail.
- Managing financial data and entering financial data and values accurately, collecting, analyzing, and organizing them in a coordinated manner to maintain records in complete confidentiality within the company and raise the financial values related to tasks.
- Monitoring accounts and providing reports and analyzes to senior management by collecting all data related to the accounts and projects that have been implemented, which helps us make decisions for similar tasks in the future.
- Developing proposals and formulating innovative proposals that contribute to decision-making to provide the best results with the highest possible quality at all levels.
- Creating and developing unique and engaging content, carefully reviewing work, and maintaining flexibility to adapt to changing requirements to achieve desired results.
- Administrative and clerical support and handling with various administrative and clerical tasks, including conducting the necessary research for the tasks and projects at hand, which require dedication, high precision, and skill in the work.

COURSES & CERTIFICATES

- **Marketing and Public Relations course at Spacetoon Company.** - 6/2022
- **Excel course at Spacetoon Company.** - 3/2022
- **A 77-hour social media marketing course with the Sanad Development Team.** - 11/2020
- **Training on the basics of banking at Bemo Saudi Fransi Bank for 60 hours.** - 2019
- **A one-month Photoshop course at Al-Fardous Center.** - 6/2018
- **A one-month training course for beginners in accounting programs at Al-Fardous Center.** - 9/2018
- **Obtaining an ICDL certificate.** - 9/2018
- **Attending a training workshop of Economic Days season 5 with the Sanad Development Team.** - 4/2018
- **Attending a human resources management course at the Skills Center.** - 11/2017
- **E-marketing course with a body of training experts.** - 10/2017

EDUCATION

- **Bachelor of Economics.** - Damascus University, Syria - 2020.

I hold a Bachelor's degree in Economics, specializing in Business Administration from the University of Damascus, where I learned to study the principles of economics, accounting, marketing, human resources, and financial management. I also participated in student and volunteer activities, developed my personal and leadership skills, and worked on transcribing lectures and transcribing them into summaries for the library.

LANGUAGES

• **Arabic** “Native”

• **English** “Very Good”