**Curriculum Vitae**



Talar Sarkissian

Syrian

Syria, Aleppo , Azizieh street

00963935232227

00963212123544

Talar.sarkissian90@hotmail.com

Sarkissi@unhcr.org

-----------------------------------------------------------------------------------

**Personal Information:**

**Name:** Talar Sarkissian

**Father’s name :** Sarkis Sarkissian

**Mother’s name :** Madeline Khija

**Brothers and sisters** : one sister and one brother

**Marital status**: Married

**Birth date :** 29/1/1990

**Birth place :** Syria , Aleppo

**Status :** Engaged

--------------------------------------------------------------------------------------------------------

**Education :**

\* Diploma in Tourism , Tourism ministry , Syria, Aleppo ( 2011 ) .

\* Archaeology Department , Aleppo University (2008-2011) .

 \* Bachelorette , Karen Jeppe Armenian college Aleppo (2007).

\* TOEFL , Dar El Nour , Aleppo ( 2006).

------------------------------------------------------------------------------------

**Experience :**

\* Receptionist assistant at UNHCR,Aleppo(01Feb 2015- present)

\* Secretary at Alkindi insititute ,Aleppo(2014-2015)

\* Teaching history at Alabjadia Institute for tourism , Aleppo ( 2014)

\* Ticketing at Egypt Air – Byblos office , Aleppo ( 2012-till present).

**\*** Ticketing at Atyaf travel and tourism office , Aleppo

( 2011-2012)

\* Tutoring English in summer times ( 2012)

 \* Tourism department at Lufthansa travel agency , Aleppo ( 2010 ) .

 \* Ticketing at KLM travel agency , Aleppo(2009)

------------------------------------------------------------------------------------

**Personal Skills :**

 \* Communication

 \* Working under pressure

 \* Good customer service

\* Creativity

\* Management

**Computer Skills:**

\* Microsoft Office with all versions

\* Using computer devices ( printer-scanner-camera)

\* Using fax – radio - VHI

------------------------------------------------------------------------------------------------------

**Languages :**

**Armenian =** Mother tongue

**Arabic =** excellent ( reading – writing – speaking )

**English =** excellent ( reading – writing – speaking )

**French =** beginner ( reading- writing )