HADEEL ESRAWI

Aspiring Registration Assistant — Documentation, Database & Client Services

Reif, Damascus
hadeel1.asrawi@gmail.com
0983345292 | 0983912474



Profile

Detail-oriented professional with over two years of experience managing databases, documentation, and direct communication with individuals in an academic setting, currently pursuing a Master's degree in Web Sciences. Skilled in verifying and organizing records, entering and retrieving data accurately, and explaining procedures clearly to people from different backgrounds. Strong planner who stays organized and performs reliably under pressure, with solid working knowledge of computer software and office equipment.

Professional Experience

- **Lab Instructor — Syrian Private University | Feb 2024 – Present**
- Deliver practical sessions in Database Systems and Database Fundamentals, building strong working knowledge of entering, amending, and retrieving records in a computerized system.
- Review, check, and organize student assignments and records, verifying accuracy and completeness before further processing.
- Respond directly to students' questions and requests, explaining procedures and requirements clearly and patiently.
- Maintain organized, up-to-date records and files for timely access and retrieval.

Education

- **M.Sc. in Web Sciences (in progress) — Syrian Virtual University**
- Completed first academic year of coursework; currently working on thesis.
- **B.Sc. in Informatics Engineering — Software Engineering & Information Systems**
- Syrian Private University | 2020 – 2024 | Grade: 78%

Professional Strengths

- Clear, patient communicator; comfortable dealing directly with the public.
- Project management and organizational skills.
- Strong decision-maker who performs well under pressure.
- Planner, designer, and creative problem solver.
- Collaborative team player and committed professional.

Technical Skills

- Office & Data Entry: Proficient in Microsoft Office and computerized database systems (entry, amendment, retrieval); advanced knowledge of SQL Server.
- Programming Languages: C, C++, Java, PHP, Laravel.
- Web Development: Multiple web page/application design projects.
- Networking: Practical experience in routing and switching (Cisco).
- Tools: NetBeans, Android Studio, Visual Studio Code, Code::Blocks,SQL Server.

Graduation Project

- **Order Booking and Delivery System (Final Year Project)**
- Web platform connecting customers with restaurants, stores, and pharmacies for order placement and delivery.
- Implemented a load-balancing algorithm to assign delivery workers and calculate the shortest route to the customer.
- Supported both cash and card payment options.

Languages

- Arabic: Professional (native)
- English: Very good