DUAA HSEIAN

Business Development | PR & Communications | Executive Support
E-mail: Hseiandua@gmail.com
LinkedIn: linkedin.com/in/duaa-hseian
Address: Midan, Damascus, Syria
Mobile: +963 940274352
Date of Birth: 20 July 1993
Marital Status: Single

PROFESSIONAL SUMMARY

Professional with 10+ years of experience in business development, public relations, executive support, communications, and marketing. Skilled in client and stakeholder relations, business correspondence, meeting coordination, documentation, social media, and administrative support. Strong background in professional communication and PR, with excellent organizational, negotiation, and interpersonal skills. Detail-oriented, adaptable, and experienced in managing multiple priorities in fast-paced work environments.

PROFESSIONAL EXPERIENCE

Business Development & Communications Officer

Syrex Holding | Aug 2025 – May 2026

- Supported business development activities and identified potential business opportunities and partnerships.
- Built and maintained relationships with clients, partners, and key stakeholders.
- Coordinated B2B meetings, business communications, and follow-ups with prospective partners and clients.
- Supported marketing activities and corporate promotional initiatives across the company.
- Managed and coordinated social media content and communications for company accounts.
- Prepared business correspondence, reports, presentations, and marketing materials.
- Assisted in developing corporate partnerships and expanding the company's business network.
- Coordinated with internal teams to ensure consistent communication and follow

-up on business opportunities.

Journalist & Communication Specialist

Aktarr.se | Feb 2020 – Mar 2024

- Produced news articles.
- Coordinated editorial communication.
- Conducted research.
- Communicated with international teams.

Lecturer

Syrian Private University | 2022 – Present

- Deliver university-level courses in English covering Communication Skills, Debate Skills, Professional Email Writing & Correspondence, and Negotiation Skills.
- Develop and deliver lectures focused on professional communication, negotiation, presentation, and interpersonal skills.
- Facilitate discussions, debates, and practical activities to strengthen students' communication and critical-thinking abilities.
- Assess students' performance through presentations, discussions, written assignments, and practical exercises.

Head of Department

Syrian Private University | Oct 2020 – Mar 2022

- Supervised departmental operations.
- Coordinated with management and faculty.
- Organized meetings and reports.
- Managed documentation.
- CMS manager

International Relations Department

Syrian Private University | Oct 2019 – Oct 2020

- Assisted with international communication and correspondence.
- Coordinated with partner institutions.
- Prepared official documents.

Executive Assistant
Supreme Council of Scientific Research | May 2015 – Aug 2017

- Managed official documents, correspondence, and administrative records.
- Coordinated communication and information exchange between different scientific and research institutions.
- Scheduled and coordinated meetings and appointments with relevant stakeholders.
- Maintained organized physical and digital archives and ensured accurate document management.
- Prepared and followed up on official correspondence and administrative documentation.
- Supported daily administrative operations and facilitated communication between different departments.

Communication & Business Correspondence Officer
General Organization for Exhibitions and International Markets | Jun 2012 – feb 2015

- Managed business correspondence.
- Prepared official letters.
- Coordinated communications.
- Maintained records.

EDUCATION
Master's degree in International Humanitarian Law (in Progress), Syrian Virtual University (SVU) (2026 - present)

Associates studies in Business Administration (In Progress), University of the People (2022–Present)

Diploma in Translation and Arabization, Damascus University (2019–2021)

Bachelor of English Literature, Damascus University (2011–2016)

CORE SKILLS

- Business Development
- Public Relations & Corporate Communications
- Client & Stakeholder Relations
- Professional Communication
- Business Correspondence
- Executive & Administrative Support
- Meeting & Schedule Coordination
- Negotiation & Relationship Management
- Marketing & Social Media
- CRM
- Odoo
- Documentation & Records Management
- Reporting & Presentation
- Microsoft Office

CERTIFICATES

- Life Skills – UNICEF (2017)
- Social Media Management – Meta (2025)
- Meta ads manager - coursera (2026)
- Business Email writing and communication (2026)

LANGUAGES

Arabic: Native
English: Fluent
Spanish: Basic