

# Amer Farhan Ahmed

EXECUTIVE ASSISTANT

## Personal Profile

A highly resourceful, flexible, innovative, and enthusiastic individual who possesses a considerable amount of knowledge regarding administrative and office procedures. A quick learner who can absorb new ideas and is experienced in coordinating, planning and organising a wide range of administrative activities. Well organised and an excellent team player with a proven ability to work proactively in a complex and busy office environment. Alan is now looking for a career advancement opportunity with a company that will allow him to develop his skills & potential.

## Areas of Expertise

- Managing files, records, and documents
- Performing accounting functions
- Managing calendars
- Customer Service
- Data management
- Filing / archiving
- Writing and Editing
- Diary management
- Microsoft Office

## Professional Experience

### CAREER OFFICE AT UNIVERSITY OF TIKRET

Administrative Assistant

- Processed documents before, during and after the semester for the exchange students.
- Facilitated events during the semester for buddies and their exchange students.

### MABANI AL-GAD CONTRACTING COMPANY

Assistant to the Chief Engineer

- Ensuring office procedures and systems operate efficiently.
- Handling requests for information and data.
- Setting up e-mail groups for committees.
- Circulating documents via post and email.
- Scanning and copying contracts, notes and other documents.
- Checking stationary levels and ordering new supplies.
- Opening, dating, copying and circulating incoming post.
- Raising purchase orders and chasing outstanding accounts.

## Contact

-  Tikrit - Salahaddin
-  [+964 771 392 6483](tel:+9647713926483)
-  [ameralazawi69@gmail.com](mailto:ameralazawi69@gmail.com)

## Education

**UNIVERSITY OF TIKRET**

Bachelor's in English Languages

## Languages

- ARABIC
- ENGLISH

## Courses

- Employment skills course From Youth Employment Program .
- Language Development Program From Dialogue Leaders .

## Activities

- Participation to the establishment of (Be Creative Team), which is a supportive team for talents, in addition to volunteer work.
- In 2018, I was elected as a member of the Isdera Cultural Forum.
- Participation in the establishment of the Isdera Public Library.

## References

Available on request.