

Doaa Thamer Abdulameer

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Work Experience

(July 2008 – July 2009)

AL abed engineering company (Baghdad , Iraq)

Civil engineer assistant

- Manage, design, develop, create and maintain small-scale through to large-scale construction projects in a safe, timely and sustainable manner
- Conduct on site investigations and analyze data (maps, reports, tests, drawings and other)
- Carry out technical and feasibility studies and draw up blueprints that satisfy technical specifications
- Assess potential risks, materials and costs
- Provide advice and resolve creatively any emerging problems/deficiencies
- Oversee and mentor staff and liaise with a variety of stakeholders
- Handle over the resulting structures and services for use
- Monitor progress and compile reports in project status
- Manage budget and purchase equipment/materials
- Comply with guidelines and regulations including permits, safety etc and deliver technical files and other technical documentation as required

(August 2009 – August 2010)

The Independent High Electoral Commission (Baghdad , Iraq)

Data Entry Clerk

- Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners
- Type in data provided directly from customers
- Create spreadsheets with large numbers of figures without mistakes
- Verify data by comparing it to source documents
- Update existing data
- Retrieve data from the database or electronic files as requested
- Perform regular backups to ensure data preservation
- Sort and organize paperwork after entering data to ensure it is not lost

(July 2017 – September 2017)

Modern Surveying Calibration and Testing Labs (Erbil , Iraq)

Marketing Specialist

- Conduct market research to find answers about consumer requirements, habits and trends
- Brainstorm and develop ideas for creative marketing campaigns
- Assist in outbound or inbound marketing activities by demonstrating expertise in various areas (content development and optimization, advertising, events planning etc.)

- Liaise with external vendors to execute promotional events and campaigns
- Collaborate with marketing and other professionals to coordinate brand awareness and marketing efforts
- Plan and execute initiatives to reach the target audience through appropriate channels (social media, e-mail)
- Assist in analyzing marketing data (campaign results, conversion rates, traffic etc.) to help shape future marketing strategies
- Undertake individual tasks of a marketing plan as assigned

(September 2017– June 2018)

SkyNet Worldwide Express (Erbil , Iraq)

Marketing Specialist

- Conduct market research to find answers about consumer requirements, habits and trends
- Brainstorm and develop ideas for creative marketing campaigns
- Assist in outbound or inbound marketing activities by demonstrating expertise in various areas (content development and optimization, advertising, events planning etc.)
- Liaise with external vendors to execute promotional events and campaigns
- Collaborate with marketing and other professionals to coordinate brand awareness and marketing efforts
- Plan and execute initiatives to reach the target audience through appropriate channels (social media, e-mail)
- Assist in analyzing marketing data (campaign results, conversion rates, traffic etc.) to help shape future marketing strategies
- Undertake individual tasks of a marketing plan as assigned

(June 2018 – August 2018)

Black lake (Erbil , Iraq)

Marketing Specialist

- Conduct market research to find answers about consumer requirements, habits and trends
- Brainstorm and develop ideas for creative marketing campaigns
- Assist in outbound or inbound marketing activities by demonstrating expertise in various areas (content development and optimization, advertising, events planning etc.)
- Liaise with external vendors to execute promotional events and campaigns
- Collaborate with marketing and other professionals to coordinate brand awareness and marketing efforts
- Plan and execute initiatives to reach the target audience through appropriate channels (social media, e-mail)
- Assist in analyzing marketing data (campaign results, conversion rates, traffic etc.) to help shape future marketing strategies
- Undertake individual tasks of a marketing plan as assigned

(October 2018- April 2019)

Oilserv (Erbil , Iraq)

Logistics data entry specialist

- Work with the Operations Leader to coordinate the transmission of accurate data to cross functional teams
- Provide data to be used in product presentation meetings
- Perform routine tasks as assigned
- Transfer data from paper formats into computer files or database systems using keyboards, data recorders or optical scanners
- Type in data provided directly from customers
- Create spreadsheets with large numbers of figures without mistakes

- Verify data by comparing it to source documents
- Update existing data
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(April 2019 - now)

Oilserv (Erbil , Iraq)

Office Administrator

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary

Requirements

Education

2007/2008

Institute of Technology/Baghdad

Diploma, Civil departing

Languages

Arabic — Native speaker

English — Good Working Knowledge

Additional Skills

- Galileo Travelport - GDS reservation basic course
- Epicor ERP - Business Management Software
- MS office