

PERSONAL INFORMATION:



Name: ROUA ISMAEIL

Location: Ankawa, Kurdistan Erbil (Iraq)

Phone: 07509455388

Email: Roua.rm.88@hotmail.com

Date of Birth: 12/7/1988

Place of Birth: Syria, Latakia

Nationality: Syrian Arab Republic.

EDUCATION

- 1) Diploma in Educational qualification\ Tishreen University
- 2) English Literature \ Tishreen University

Training Session

- ICDL / Mediterranean Institute of Computer Science Technologies.

WORK EXPERIENCE

1. Secretarial and Office Work

Samara and Baghdadi Company General Trading

2. Secretarial and Office Work

AL-Qush Translation and Tourism bureau

Supervising and planning the work,organizing and arranging humanitarian visits and asylum to Australia, translation of documents.

3. Secretarial and Office Work

ADNAN NAKSHBANDI for Steel Trading

IMPORT-EXPORT-DISTRIBUTION

4. Management and Accounting

Naqsh company for cosmetic and perfumes

5. English tutor

For primary and intermediate levels.

6. Management and supervision – Office Supervisor

Safe Travel Plaza Company for managements services and catering to the local and international markets.

Supervising and planning the work, organizing events, workshops, conferences in a unique and special manner .

PERSONAL SKILLS

Mother tongue(s) Arabic

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C2	C1	C2	C1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Skills

- Good Computer Command (ICDL)
- Working Under Pressure
- Volunteer work and community service
- Dealing with Children
- Teaching