**CURRICULUM VITAE**

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| Name: **Noor Qahtan Alneaimi** | Position**: Management and Accounts** |
| Date of Birth: **12 September 1987** | Marital Status: **Single** |
| Years of Experience: **About 5 Years** | Gender: **Female** |
| Field of Expertise: **Management, Accounts, HR**  **Assistant**  Phone No. : **+964 07515448239** | Nationality: **Iraqi**  Email: [noor.alneaimisabis@yahoo.com](mailto:noor.alneaimisabis@yahoo.com) |

**Education**

**2014 BSc. In Information Technology (IT)**

**Sabis University** - Erbil, Iraq

# Professional Experience

**Hawler Hospital** – Erbil, Iraq 2019 until now

**Administrative and Marketing Assistant**

**Duties and Responsibilities**

* Develop and manage hospital operations, including budgeting, personnel, strategic planning, and achieving compliance with state and federal regulations.
* Assist in planning, organizing, and promoting marketing events at hospital shows, medical conferences, and other venues.
* Lead the direction of hospital services, including clinical, technical, and administrative functions.
* Deliver accountability and oversight for quality of care and services.
* Oversee staff management, recruiting, and training.
* Develop and implement IT and communication systems.
* Advise the board of directors and hospital administration.
* Provide leadership and management to the hospital’s staff.

**Al Tajheez Company (Gannage) for Medical Equipment Trading Erbil**, Iraq / 2014 to 2018

**Administrative Assistant and Accounts / Office Manager**

**Duties and Responsibilities:**

* Coordinator between Iraq and Lebanon for all medical shipments.
* Assist in planning, organizing, and promoting marketing events at trade shows, conferences, and other venues.
* Prepare offers for the doctors and all hospitals about the equipment they require.
* Processing incoming mail
* Creating and distributing documents
* Maintaining computer system by updating and entering data
* Setting appointments and arranging meetings
* Perform administrative duties, such as maintaining the employee database and sorting emails for the HR department
* Maintain proper records of employee attendance and leaves
* Assist HR Manager in policy formulation, hiring, and salary administration
* Submit online job postings, shortlist candidates, and schedule job interviews
* Coordinate orientation and training sessions for new employees
* Ensure smooth communication with employees and timely resolution to their queries
* Recruiting and staffing logistics
* Performance management and improvement tracking systems
* Employee orientation, development, and training logistics and recordkeeping
* Employee relations
* Company-wide committee facilitation
* Communication between the company and employees
* Compensation and benefits administration and recordkeeping
* Employee safety, welfare, wellness, and health reporting
* Employee services
* HR filing system

**BCC Logistics Co. -** Erbil, Iraq / January 2013 to June 2013

**Logistic Coordinator**

**Duties and Responsibilities:**

* Coordinate and monitor supply chain operations
* Ensure premises, assets, and communication ways are used effectively
* Utilize logistics IT to optimize procedures
* Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs
* Communicate with suppliers, retailers, customers, etc. to achieve profitable deals and mutual satisfaction
* Plan and track the shipment of final products according to customer requirements
* Coordinating transportation providers to ensure prompt and proper movement of shipments
* Responding to customer inquiries and referring clients to the proper channels
* Reviewing purchase orders and shipping documents to ensure accuracy
* Making special shipping arrangements as necessary
* Tracking and fixing shipping errors
* Preparing bills and invoices
* Managing distribution and shipment budgets
* Ensuring that the quality of all services provided meets the required standard

**Emek North Communication Co. -** Erbil, Iraq / 1st March 2012 to 1st May 2012

**Management and Accounts**

**Duties and Responsibilities:**

* Gathering and analyzing financial information for internal use
* Supporting budgeting and funding
* Assisting the company in managing its investment portfolio
* Assume responsibility of accounting procedures
* Evaluate the company’s performance using key data
* Make forecasts to assist business planning and decision-making
* Conduct risk assessment and advise on ways to minimize risk
* Advise on problems and suggest improvements
* Supervise lower-level personnel

**Iraqi Airlines Co. -** Erbil, Iraq / 1st June 2006 to 1st August 2006

**Data Entry**

**Duties and Responsibilities:**

* Arrange passenger’s names and their address
* Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output
* Apply data program techniques and procedures
* Ensure proper use of office equipment and address any malfunctions

# Skills

* **5 years** of solid experience as Management and Accounts , Office manager & Logistics coordinator.
* Attention to Details.
* Proper and corporate demeanor.
* Having good communication and correspondence skills.
* Team Player
* Effective communication, including writing, speaking and interpersonal communication
* Quick critical thinking and problem-solving abilities
* Excellent customer service and client relations skills
* Keep organization and time management skills
* Good collaboration and team work abilities
* Great leadership and goal-setting skills
* Ability to work in a fast-paced environment
* Advanced data analysis and data visualization
* Expert inventory management
* Ability to use computers, software and other technology for inventory and communication purposes
* Understanding of the supply chain, including common obstacles and effective solutions
* **Good Communication skills**
* **Interpersonal skills**
* **Discretion**
* **The ability of working under pressure**

**Training Attended/ Certificates:**

* Code of Ethics and Business Conduct at BBC Co. - Erbil, Iraq, 2013
* First Aid Course at Sabis University - Erbil, Iraq, 2013

# Languages

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| --- | --- | --- | --- |
|  | **Read** | **Write** | **Speak** |
| **English**  **Arabic** | Very Good  Excellent | Very Good  Excellent | Very Good Excellent |

# Computer Skills

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| --- | --- |
| MS Word | Excellent |
| MS Excel  Outlook  PowerPoint | Excellent  Excellent  Excellent |