

# Walaa Al-Salahi

## CANDIDATE SUMMARY

---

"I am an honest and reliable employee with a keen eye for details and excellent time management skills. I enjoy the team environment and I am constantly pushing myself to learn new skills, also I am quality oriented with attention to details and capable of working to deadlines, and able to work long hours in demanding conditions.

During my career I have held a number of positions in travel agencies and office management. I enjoy a challenging work environment and apply a high standard to my work ethics I always aspire to be active and effective in any action I have taken to complete it fully also I can work extra hours( double shift/ additional hours) and I have done that before in several positions ,I can travel if my work requires that and stay along time (I stay two months in Baghdad for training when I started working in middle east airlines ) .

<b>Current Location:</b>	Basra – City Center – Al-Tanoma
<b>Nationality:</b>	Iraqi
<b>Date Of Birth</b>	<ul style="list-style-type: none"><li>• 1st of Jan 1988</li></ul>
<b>Gender</b>	<ul style="list-style-type: none"><li>• Female</li></ul>
<b>Marital status</b>	<ul style="list-style-type: none"><li>• Single</li></ul>
<b>Religion</b>	<ul style="list-style-type: none"><li>• Muslim</li></ul>
<b>Education:</b>	<ul style="list-style-type: none"><li>• Diploma Of Institute of parameters in 2007-2008 / Department of English</li></ul>
<b>Academic Average</b>	<ul style="list-style-type: none"><li>• 74.70</li></ul>
<b>Phone Number</b>	<ul style="list-style-type: none"><li>• 07724127999</li></ul>
<b>Email</b>	<ul style="list-style-type: none"><li>• <a href="mailto:walaaalsalahi@gmail.com">walaaalsalahi@gmail.com</a></li></ul>
<b>Skills / Qualifications:</b>	<ul style="list-style-type: none"><li>• Have high quality experience in booking flights and dealing with Airlines.</li><li>•</li><li>• I have a certificate in Sabre, Galileo &amp; Amadeus system.</li><li>•</li><li>• Have the ability to work as translator</li><li>• Have the ability to represent my company and my managers in the meeting with foreign companies or foreign clients</li><li>•</li><li>• Carrying out administrative or clerical tasks, such as typing, filing or preparing documents (letters, reports or papers)</li><li>•</li><li>• Have the ability experience in reading and writing E-mails in both Arabic and English languages and giving immediate response with no delay.</li><li>•</li><li>• Using databases and computer software programs.</li><li>• I have good experience in inputting new information in database. I can effectively use many Microsoft programs including Word, Excel, PDF, Outlook, Power Point and Publisher and paint.</li><li>•</li><li>• Being responsible for my own or others time management</li></ul>

- I am able to work independently and keep track of my own time without the guidance of others.
- 
- Coordinating activities.
- I have high quality experience in coordinating meetings and interviews
- 

## **Professional Experience**

Work and hold position in companies , travel agencies and airlines :

- I worked as receptionist in manawe bash hotel for one year and 10 month from 14/01/2011 until 04/10/2012 .
- I worked as Accountant in wahj Alayn Company from 01/11/2012 to 01/03/2014.

I worked in jeddah co. from 26/03/2014 to 01/09/2015 as:

- Employee responsible for issuing tickets for 3 months.
- Staff Supervisor for one year.

Also worked as :

- I worked as Accountant in Al-Azharan for Financial Transfer.
- Staff Supervisor in fly Baghdad for 6 month.
- Employee responsible for issuing tickets in Al-Nakheel Company for 7 months.

Now I'm working in Middle East airlines office from 01/03/2017 as Staff Supervisor.