



YASAMEEN WAJEEH MIDHAT

INFO

- ☎ 07810201110
- ✉ yasawajeeh@yahoo.com
- 📍 Baghdad-karkh- Hay AL Salam
- ♥ 4th Sept.1987, single

LANGUAGES

- ❖ Arabic : Fluent
- ❖ English: Good

HOBBIES

- ❖ Solving puzzles
- ❖ SPORT
- ❖ Photography
- ❖ Design

EDUCATION

B.Sc. in Chemical Engineering Gas & Petroleum refinery
Engineering Branch, University of Technology | 2009

WORK EXPERIENCE

❖ Taxi Baghdad Project - Baghdad International Airport (2 years) :

1. Board member.
2. Administrative manager and responsible for all administrative and organizational work related to project management and organization.
3. Meeting new employees and evaluating employees working in the aforementioned establishments or projects.
4. Personnel Officer - Responsible for all matters related to personnel affairs, preparation and supervision of 800 employees.
5. In charge of the attendance and absence and the preparing of the daily and monthly reports.
6. Payroll Officer - Prepare and Check monthly payroll for project employees.
7. Following up and checking the GPS reports for (500) vehicles throughout Baghdad.
8. Drafting and writing official and non-official letters and correspondences with excellent eloquence.

❖ Iraqi Ministry of Culture and Information (2 years) :

1. A former administrative employee in the legal section.

SKILL

1. Excellent in Microsoft Office (Word, Excel, PowerPoint).
2. Worked with "AL Bayan" accounting program.
3. Using the internet and correspondences.
4. Team Leadership.
5. Developing new business.
6. Problem solving.
7. Attention to detail.
8. Working within a team and enduring long hours of work pressure.
9. A fast ability to learn and excel in new jobs.