

Nawras Hussein Mohammed



Contact

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Details

Nationality

Iraqi

Date/Place of Birth

12-01-1996

Baghdad

Gender

Female

Marital Status

Single

Experience

- **HR Officer, Women Leadership Institute**

My duties were recruiting, training and developing staff, making sure that staff get paid correctly and on time, approving job descriptions and advertisements, looking after the health, safety and welfare of all employees, organizing staff training sessions and activities, monitoring staff performance and attendance and advising line managers and other employees on employment law.

Currently work

- **Office manager and translator, Al-Amein printing house**

Managing the office work which includes dealing with clients, supervising employees work and providing translation service.

Mar.2019-Apr.2020

- **Legal Translator, Adam Bureau for Legal Translation**

I used to work as a legal translator and administrative.

Jul.2018-Dec.2018

Education

Bachelor's degree in Translation

I have graduated from College of arts, Translation Department, Al-Mustansiriya University in Baghdad

Languages

Arabic

English

Certifications

Training of Trainers Course from Marcy Hands for Humanitarian AID

Skill Highlights

- Microsoft word package
- Strong decision maker
- Complex problem solver
- Ability to multitask
- Communication
- Creativity
- Innovative
- Team mangement
- Ability to work in Team
- Fast learner