

Raghda Mohammed suhail alzaidy

Objective: Looking for an challenging position that utilizes my experience, while allowing me the opportunity to grow professionally.

Personal Information:

Date of birth: 15/April/1991
Marital Status: Single
Nationality: Iraqi
Contact Number: 07715817343
E-mail Address: raghda1991r@yahoo.com

Education:

2009 – 2013 B.Sc. In computer Sciences
 Education College
 University of Baghdad

Experience:

- January 2016 up to now , **Administration Officer** at **MunaAl Zaben Drugstore**.
- Filing, copying and faxing.
- Collation and distribution of minutes, reports and other documents.
- Dealing with incoming and outgoing mail and general emails.
- Ordering of equipment, materials and office supplies.
- Minute taking for Board, team meetings and other meetings as required.
- Performs administrative and office support activities for multiple supervisors.
- Modernized and improved the filing, and tracking system for all contracts.
- Supervised the daily operations.
- Co-ordinate all papers including drafting the agenda and ensuring that all papers are prepared on schedule, and conform to the highest standards.
- Reviewed documents for completeness and conformity with laws, rules, regulations, policies and procedures.
- dealing with post, faxes and internal and external e-mail enquiries.
- drafting and sending standard letters on behalf of the Executive Director.
- arranging travel and hotel accommodation on a frequent basis.
- Follow-up clearance of the company's goods .
- Receipt of company accounts for one year .

Training Courses:

Training Course in Sales with **Fresenius medical care**

Training Course in Projects management

Training Course in Rules and principles of protocol and etiquette

Skills:

- Computer skills (Microsoft office and internet)
- Communication skills
- Time management / Management
- Coordination
- Team work
- Customer Service / Customer Support

Languages:

- Arabic (mother tongue)
- English (good)