



Full name	Yasmin Sadik Ali
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Marital status	Married
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E mail	<a href="mailto:Yasa1980@yahoo.com">Yasa1980@yahoo.com</a>
languages	English ( Reading , Writing , Translation /Very Good ) basics of French
Certificates	<ol style="list-style-type: none"><li>1. Preliminary 1997 _ 1998</li><li>2. Bachelor's degree / College of arts / Translation DEP / English language /graduated 2002 _ 2003</li><li>3. Computer certificate from al madar institute for computer skills</li><li>4. MINI MBA certificate certified from Modern Era International Institute for Training And Development , in addition to 6 related certificates in the following specializations :<ul style="list-style-type: none"><li>• Diploma of advanced management</li><li>• Diploma of Human Resources</li><li>• Diploma of marketing management</li><li>• Diploma of secretary and office management</li><li>• Diploma of strategic management</li></ul></li><li>5. Diploma of Business Management certified from European Business School /United Nation Privet Institute</li></ol>

<p>Practical experience:</p>	<ol style="list-style-type: none"> <li> <p><b>Qaswaa Al Bararry For General Trading &amp; Mechanical Industries Ltd.</b> / September 2016 – august 2018</p> <p>Duties and responsibilities :</p> <ul style="list-style-type: none"> <li>• Responsible for registration process and register the company with all foreign organizations and companies that work in Iraq</li> <li>• Follow – up announced tenders and select tenders related to company scope of work m study tender details and forward it to the technical and commercial departments .</li> <li>• Preparing technical and commercial offers and completing the application procedures.</li> <li>• Commercial correspondence and Searching to find foreign companies to create opportunities for partnerships or joint ventures or getting commercial agencies.</li> <li>• Translation of commercial correspondence and official letters , follow-up administrative matters , issuing and registering incoming and out going letters and create electronic archiving system to keep them</li> </ul> </li> <li> <p><b>Triarina Spanish company</b> /Iraq Branch /Baghdad / office manager /administration &amp; logistics / march 2015 –September 2016 .</p> <p>Duties and responsibilities :</p> <ul style="list-style-type: none"> <li>• Commercial correspondence with providing companies to follow shipments of imported materials related to the projects .</li> <li>• Following shipping lines ,invoices , BLs, packing lists ,ETD, ETA, and custom clearance of imported materials related to the project.</li> <li>• Negotiate with providing companies to get best offers and find best shipping lines with best shipping prices .</li> <li>• Following all incoming and outgoing letters between the company and related ministries and government establishments.</li> <li>• Sending all incoming and outgoing letters to the main company in Spain after translation to keep them in touch with all updates.</li> <li>• Receiving daily reports from the site in Iraq and sending them daily after translation to the main company in Spain .</li> <li>• Archiving all the documents manually and electronically .</li> <li>• Arranging all required documents and meeting agenda</li> <li>• follow all branch requirements such as purchases, maintenance, bills payments.</li> </ul> </li> </ol>
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3. **PWT Germany company** /Iraq Branch /Baghdad / office manager /administration and logistics / September 2013 –February 2015

Duties and responsibilities :

- Following monthly shipments of pipes and other materials related to the project
- Checking all documents related to the shipments with the providing companies ( Invoices , BLs ,packing list and Cos)
- Follow ETD & ETA on shipping line website according to BL no or container no
- Following clearance procedures and inform the ministry to send special committee to receive shipments of imported materials that arrived to the site according to official Minutes receipt .
- Following all incoming and outgoing letters between the company and related ministries and government establishments.
- Sending all incoming and outgoing letters to the main company in Germany after translation.
- Receiving daily reports from the branch staff in Iraq and sending them daily after translation to the main company in Germany.
- Archiving all the documents manually and electronically .
- Arranging all required documents and meeting agenda
- Follow all branch requirements such as purchases, maintenance, bills payments.
- Arranging works between Baghdad office and the project site in Al Samawah .

4. **Al Dulaymi group**: Iraq/Baghdad, Administration, June – July 2013

- Commercial correspondence
- Establishing electronic archiving system for all documents
- Developing secretary section , Out box and Inbox
- Following formal correspondence with ministries concerned with the projects executed by Al Dulaimi group

5. **Abou dan trading company**: Syria /Aleppo, logistics /export & import, march /2010-april /2012
  - Export & import duties :
    - \* following shipment from the moment of signing the contract till receiving goods in stores which needs series of procedures such as :
    - \* Commercial correspondence with the related companies to follow issuing the required documents ( BLs, invoices , origin/health certificates , packing lists , etc) checking them to be sure that they will comply with the custom instructions in the country of importer .
    - \* Following shipping /arriving dates , number of free of demurrage days ,custom clearance procedures .
    - \* Banking transference , LCs instructions and other commercial matters
  - Administration duties
    - \* Establishing electronic archiving system for all documents
    - \* Developing secretary section
    - \* Out box and Inbox

I leave this company due to the bad security situations in Syria and deciding come back to Iraq
6. **ALWAIS COUSINS COMPANY**: Syria / Aleppo, executive secretary / translator, July/2007september/2008
  - Secretariat and administration: Following mails and arranging all other office works
  - Translating Bursa daily reports to know the global markets situations and analyzing these reports to be able to determine the best moment to buy in best price from wall street markets for financial speculations
7. **Independent electoral commission in Iraq**; Baghdad / Iraq, executive secretary /CEO office, august /2004march /2007
  - Executive secretary , CEO office :
    - \* arranging meetings ,
    - \* prepare meeting agenda ,
    - \* translating in meetings when required ,

<p>Computer skills:</p>	<ul style="list-style-type: none"> <li>* following mails ,</li> <li>* inbox / out box ,</li> <li>* printing meeting records / resolutions , sending them to the related departments , following implementation of resolutions</li> <li>• Administration department in the IHEC : Which include many responsibilities such as: <ul style="list-style-type: none"> <li>* electronic archiving : using electronically system to archiving all the administrative documents .</li> <li>* inbox&amp; outbox records : recording all sent and received documents with in the same commission , its related offices in Baghdad and other governorates and with other official ministries.</li> <li>* Human resources (HR) :responsible for all matters related with the employees such as recruitment leaves , upgrades ,punishments , delegations ,etc .</li> </ul> </li> <li>• Translation Department : <ul style="list-style-type: none"> <li>* work as interpreter between the UN electoral experts which were supervising the work of IHEC and the electoral operation in Iraq ,</li> <li>* Translating all types of documents (legal, financial, political , scientific journalistic ,literature, contracts )</li> </ul> </li> </ul> <p>Office , outlook , internet ,mailing, web searching, data base entry in a good level</p>
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