



Suzan Alwan Muhsin

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Iraqi

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Professional Profile

Experienced finance officer with good background in submitting offers, Scheduling projects and monitoring work progress and Proven abilities to establish and grow highly successful practices in the customer relations and satisfaction, finding solutions and alternatives for work environment issues and the relation between the employees and the management which was an essential element in establishing harmony and coordination in the work process that was faced with many challenges due to the daily variables, which made me in several occasions to perform duties of a lower employment level to support the staff , Coordination, Reporting and Communication skills, **Bachelor Degree in English Literature.**

Education:

- Bachelor degree in English literature, Al-Turath University College – 2011.
- Training - University of Massachusetts in Amherst –USA -2009
- Intensive summer course in Public policy 2009

Languages:

- Arabic – mother tongue
- English – Excellent

Professional Experience:

Al-Thuraya Company for Medicines Advertising:

Coordinator project field efforts and activates at the central and provincial levels, coordinator with field staff and provide weekly and monthly reports on field activates in assisted provinces, Assist in data management, analysis and reporting.'

Delta Korek communication (HR DEP):

Prepares source data for computer entry by compiling and sorting information establishing entry properties , processes customer and account source documents by reviewing data for deficiencies, resolving discrepancies by using standard procedures or returning incomplete documents to the team leader for resolution ,Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical to scanner according to screen format, Maintains data entry requirements by following data program techniques and procedures .

Korean Embassy:

Translation of papers and notes from Arabic into English or visa - versa correspondence with Iraq officials (i.e. writing and editing letters, etc). Correspondence with Iraq MOFA ,Diplomatic Mission Dept. – if need be – concerning (Embassy Vehicle import – export procedures , issuing of diplomatic visas to Korean Diplomatic and Service Passport, etc) Replaying of incoming calls to the Embassy , Updating of the contact lists with the central Iraq authorities with the Embassies , updating of the diplomatic list , updating of the Embassy's friends list ,Assisting the diplomats for the organization of the Embassy's special events.

Al - Tawasul Al-Iraqia:

Finance assistant, dealing with banks, transactions, controlling daily payments, paychecks, using Sage program, and daily paid (daily report, monthly report, dealing with other company finalizing finance matters, checking and matching between the cash book and IT reports to control the balance, updating the transaction of sales item.

ICC conference organization:-

Working as coordinator for Medical conferencesby contact with medical companies and offer them the packages and announcements of the conference, check with them about their participations in upcoming event working as HR.

Ministry of Health (registration Department):

Coordinate and assist to register medical Companies in Iraq.

