

## **FATIMAH AL-SHUIAIRI**



**Fatimah Raheem Al-Shujairi**

**Born on September 12<sup>th</sup>, 1998**

**Single**

**Phone No. is +9647814140606**

**E-Mail is [fatima.alshujairi@gmail.com](mailto:fatima.alshujairi@gmail.com)**

### **EDUCATION**

**Bachelor's degree in Electromechanical Systems Engineering**

University of Technology (2016 – 2020)

**High School Diploma in General Sciences**

Baghdad College Secondary School for Females (2010 – 2015)

### **WORKING EXPERIENCE**

**1- National Bank of Iraq / Main Branch** (March 2020 – Till Date)

**Dept: Admin Office**

**Job Title: Admin Assistant**

**Job description:**

- Arranging a regular schedule for the Admin Manager's meetings and assisting him during the meetings by taking meeting minutes.
- Accompanying the Admin Manager on his visits to the branches of the bank and to other banks.
- Meeting on daily basis with any employee who has any concern regarding his/her dues, or he/she has any question regarding his contract and clarifying everything.
- Assisting the Admin Manager in organizing the employees' monthly rosters to prepare for the monthly payments.
- Meeting on daily basis with clients applying for a loan (Residential, Work-related or Personal loans) to explain the requirements for obtaining a loan from the bank and the process that he/shall go

through to get the loan.

- Checking clients' official papers to ensure fitness and adherence with the bank's regulations
- Filling the gap for the Admin Manager on his leaves.

**Reference: Mr. Mohammed Fakhri - Admin Manager**  
**+9647712195512**

### **STRENGTHS**

- Hard working.
- Cooperative and loves teamwork.
- Ambitious to improve
- I thrive on challenges and a committed profession.
- Good level of proficiency in Microsoft Word, Excel and Outlook.

### **INTERESTS AND ACTIVITIES**

- Travelling and exploring
- Music
- TV Shows and Movies
- Reading books
- Swimming
- Shopping
- Internet browsing