



Mays Luay

Archive

at Idan company

Location: Baghdad, Iraq
Education : Bachelor's degree, Computer Science
Experience: 3 Years, 4 Months

CONTACT

Location: Baghdad, Iraq
Name: Mays Luay
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Country: Baghdad, Iraq
Email Address: maysluay82@gmail.com

LAST ACTIVITY: 2020-10-22

REF.: CV53383316

TARGET JOB

Target Job Title: Administrator
Career Level: Mid Career
Target Job Location: Iraq
Employment Type: Full Time Employee
Target Monthly Salary: USD 950
Notice Period: More than 1 year
Last Monthly Salary USD 1,000

PERSONAL INFORMATION

Date of Birth 10 October 1992 (Age: 28)
Gender Female
Nationality Iraq
Residence Country Baghdad, Iraq
Visa Status No Visa

Name in Arabic ميس لؤي

Marital Status Single

EXPERIENCE (3 YEARS, 4 MONTHS)

August 2020 - October 2020

Archive

at Idan company

Location: Baghdad, Iraq

Company Industry: Accounting

Job Role: Administration

Receive documents with materials that enter the borders from all countries and are archived to the company's system and make a copy and send it to the central apparatus of the Ministry of Planning

June 2018 - March 2020

CRM Supervisor

at Alwarqaa company

Location: Baghdad, Iraq

Company Industry: Sales Outsourcing

Job Role: Administration

I am a supervisor for the customer service back department of Al-Warqaa for Real Estate Development and a CRM supervisor for the company's departments

March 2018 - April 2018

Data Entry Operator

at Independent High Electoral Commission

Location: Baghdad, Iraq

Company Industry: Public Administration

Job Role: Construction and Building

I work in Independent High Electoral Commission for one month in enter data

February 2016 - February 2017

Call Center

at Dect Al-mabani

Location: Baghdad, Iraq

Company Industry: Call Centers & Customer Care Outsourcing

Job Role: Customer Service and Call Center

Communicate with delegates present in Al-Amara and Hilla, archive contracts that come from the delegates, make a copy to the system and send a copy to the main Zain company

EDUCATION

Bachelor's degree, Computer Science

at University Of Technology

Location: Iraq

June 2014

SKILLS

Microsoft Office 97,2003,2007,2010 Microsoft office Excel. Microsoft office Power Point (Presentation). Microsoft office Access. Microsoft office Picture Manager. Visual basic 6.0 language. C++ language. HTML. SQL language. 1 million arab coders course
Level: (Intermediate)

CCNA network Cisco The course on career developing skills English Course in Iraq Space Center
Level: (Intermediate)

Teamwork

Level: (Intermediate)

communication with Employees

Level: (Expert)

Excel and word

Level: (Intermediate)

LANGUAGES

English

Level: (Intermediate)

TRAINING AND CERTIFICATIONS

CCNA (Certificate)

Issued in: November 2017 Valid Until: December 2017