

MINA JALAL MAHDI

Iraq –Baghdad

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Female - Iraqi – 1995Birth – Language (English &Arabic)

SUMMARY

-Highly organized specialist with more than 1 year in the secretary & HR departments of contracting company. Area of expertise include provides secretarial support by entering formatting and printing information, answering the telephone, maintaining equipment and supplies, maintain the database of the employees, collect the attendance to provide the payroll, create and follow-up bills , report activities, welcome new employees .. Etc.

And I have several months in marketing specialist and training on investing and financial application.

Highlighted

- Secretary
- HR assistant
- Marketing specialist
- Trainer

Experience

**Secretary & HR assistant at Al-saad company for general contracting – Iraq
(2017 feb – 2018 June)**

**Marketing specialist & training in Al-furas business capital for financial services – Iraq
(2019 mar – currently)**

My duties in HR were:

- Answering calls, taking messages and handling correspondence
- Maintaining diaries and arranging appointments
- Typing, preparing collating reports
- Organization and servicing meetings (producing agendas and taking minutes)
- Managing databases
- Prioritizing workloads
- Implementing new procedures and administrative systems
- Liaising with relevant organization and client
- Create, send , and follow up on bills
- Prepare reports include assessment summary reports
- Welcome new employee to the company by e-mail
- Maintains employee data report by collecting, preparing and analyzing data
- Maintain employee information by entering and updating employment data
- Maintain employee confidence and protects operations by keeping HR information confidential
- Maintains quality Service by following organization standards
- Making job offer, job description and interview the applicants then choose the suitable
- Good skills in MS Microsoft (word, excel, PowerPoint, outlook)

Reference contact: in al-saad company /Mr. Luey karm (HR manager)

E-mail: luey.k@alsaadcom.com

Education

- BS.C at computer science 2017
- Baghdad economic university – Baghdad, Iraq

Others achievements

- English business certificate
- Excellence in customer service certificate