

Jaafar M.Kadhim

Najaf Governorate,Iraq | 1998/2/2 || 07805931744 | Jaafar@startupgrind.com

Professional Summary

- Social media coordination and Writing work plan for Social Media , full understanding of the underwriting process and team needs.
- Well-versed in using Excel to create and update tracking spreadsheets.

Skills

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|-------------------------|---------------------|
| • Data analysis | • Excel |
| • Data entry | • Word |
| • Self-motivated | • Power point |
| • Budgeting and finance | • Adobe illustrator |
| • Problem Solving | • Team leadership |

Work History

Administrative Assistant - Marah City

Aug 2018 - Current
Iraq , Najaf Governorate

Data entry , Writing work plan for Social Media
Photography , Design , Suggestion ideas for
marketing

Startup Grind - Chapter Director

Aug 2017 - Apr 2018
Iraq , Najaf Governorate

Lead Team, Writing work plan, Marketing for
event, Budgeting and Finance , coordination
with sponsorship

Education

Diploma : 2016 - 2018

Al Furat Al-Awsat Technical University

Najaf Technologies Institute - Aviation Techniques Department