## **PERSONAL INFORMATION**

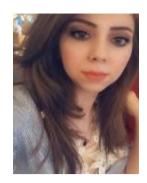
Name Zeena Sarmad

**Date and Place of Birth** March - 1993 - Baghdad

Marital StatussingleNationalityIraqi

**Mobile** 00964 7709656019

AddressIraq - Baghdad -GhazaliyahE-mailzeena sarmad@yahoo.com



## **EDUCATION AND RELEVANT TRAINING**

Institute	Certification
Middel Technical University - Baghdad - 2015	B.Sc. In Surveying Engineering (Surveyor Engineer)
BLC (British Language Center) Iraq - 2018	Studying English Language (Advanced Level)
The National Center for Administrative Development and Informtion Technology- 2018	Processing Excal Tables (Excel -2013) (Advanced Level)

LANGUAGE SKILLS					
Language	Reading	Speaking	Writing		
Arabic (Native Language)	Excellent	Excellent	Excellent		
English	Very Good	Very Good	Very Good		

## **PERSONAL SKILLS**

- ▲ Good knowledge of Microsoft office applications(Word, Excel, Access, Outlook, PowerPoint, Project "MS project")
- Great computer skills In ERP System, AutoCAD Land Desktop, AutoCAD, Adobe Photoshop, Adobe Illustrator, Adobe Premiere, WordPress System, ArcMap, Erdas imagine, visual basic, Matlab.
- Ability to work on Total station, Theodolite, Gps, level.
- Build and maintain professional relationships.
- Proactive and fast learner.
- Experience working with people from different backgrounds.
- Ability to work independently or as part of a team.
- To administer and execute administrative processes.
- Flexible and able to handle pressure well.
- ▲ Time management.

## WORK EXPERIENCE

WURK EXPERIENCE		
Company Name	<b>Work Position</b>	Duties
Moonline Travel & Trade Ltd.	Digital Markiting	_Planning digital marketing campaigns, including web, E-mails &
		_Maintaining the social media presence across all digital channels
	2019	_Measuring and reporting on the performance of all digital marketing

WORK EXPERIENCE					
Company Name	<b>Work Position</b>	Duties			
Himalayas Enterprises Limited - British Company	HR Associate 2018	_working on ERP System (Enterpise Resource Planning) _Preparing or updating employment records related to hiring, transferring, promoting, and _Explaining human resources policies, procedures, laws, and standards to new and existing _Informing job applicants of job duties, responsibilities, benefits, working conditions, promotion			
Himalayas Enterprises Limited - British Company	Associate Manager 2018	_Work on issuing collactor electronic card using Guardcard program _ Follow up with customers and respond to their inquiries and solve the problems they face			
Himalayas Enterprises Limited - British Company	Administrative & Digital Marketing 2017	_In charge of companies registration _Follow up & daily communication with the other companiesFollow up & manage company's website using WordPressManage different social media platforms (Facebook, Instagram, and LinkedIn).			
AL-Turath AL-Areeq for General Contracts Ltd. Baghdad	Associate Engineer 2016	_In charge of all the incoming and outgoing e-mailsMaking tenders (supply goods and services).			