



Fulla Fouad Najim Aldeen

HR Admin

CONTACTS:

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Tel: +9647812552055

SKILLS & ABILITIES:

- **Technical:** Internet, Outlook, Word, Excel, Emailing.
- **Other Skills:** I have picked up all the necessary skills and I had 3 and half years of experience for working as HR Admin, I'm a responsible, hard-working, What's more, I'm available to work on any day of week.

HOBBIES & INTERESTS:

Spending time with friends and family, I like communicating with other people, and I am outgoing person and enjoy meeting new people.

My Info

Gender: Female

Marital status: Single

Date of Birth: 18/12/1985

Address: Hay Al Ameriah , Baghdad , Iraq

My Personal Profile

I am positive energetic person that is seeking a position in a company that has a long term presence. I am able to communicate and work with others in a positive and productive manner.

Educational Background

■[From 1997 To 2003]

General Education at Al-Amireah School
Grade achieved: High School Degree

■[From 2003 To 2007]

Computer Sciences at Baghdad College of Economic Sciences\ University
Grade achieved : Bachelors Degree

Achievements

- Managed time and employees in previous company Human Resources department.
- Introduced new ideas and concepts to previous employment.

Work Experience

- **[2010 to 2013] Data Entry and Call Center –Nour Al- Ahilla Company Partner with Zain IQ Telcom**

Main duties performed: I have worked on the Contracts of customer simcards .

- **[2013 to 2017] HR Adminstration – SIM Copmany project of Zain IQ for services network telcom**

Main duties performed: I was responsible for the calculation, adding and deleting of the Social Security & Income Tax & Payroll, In addition to preparing official letters such as Certifications, Syndicate Engineer letter, Employment letter, Warning letter, Terminations letter as well as Organize the Asset of the Company on the System such as Laptops, Simcadrs and other tools and also follow-up with the Lawyer of the Company regarding the Iraqi law.

- **[2017] Administration Assistant – Noor Al Asemah scientific Bureau for Drug Advertising**

Main duties performed: Coordinating office activities and operations to secure efficiency and compliance to company policies.

Supervising administrative staff and dividing responsibilities to ensure performance

Keep stock of office supplies and place orders when necessary.

Import and Export Census and follow up with Employees.

References

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