

Objectives

I' am willing to give total support to the organization that I 'am in, with the experience & capability that I have to achieve organization's goals & create mutual benefits besides increasing my skills & my experience.

I- Personal Information:

Name : Safa Abdul-Muniem Taqi.
Year of Birth : May 1989.
Nationality : Iraqi.
Permanent Address : Baghdad.
Marital Status : Married.

II- Education:

2007 – 2011 : Bachelor D. of operation Management – Technical College of Management/Baghdad.
2016 – 2018 : Master of Business Administration (MBA) Ain Shams University/Cairo.

III- Work Experience

Sep 2011 – March 2013 : **compensation and benefit team member /Zamzam spring company
for Car trading:**

- Compensation:
 - Time Management: (Attendance, Leaves, Holidays, Overtime, Letters...)
 - Payroll.
 - Benefits (Allowances, Incentive...)
 - Salaries structure planning.
- Other HR activities:
 - Responsible for high management administrative orders.
 - New employee's orientation.
 - Exit interview with resigned employees.
 - Follow up with provinces.

April 2013-Aug 2014 : **HR-Administrative support / NCCI (NGO coordination committee for Iraq)**

- HR:
 - Time Management: (Attendance, Leaves, Holidays, Overtime, Letters...).
 - Employees' salaries.
 - Bank transaction.
 - follow up with Amman and Erbil offices.
- Admin:
 - Facilities: building Maintenance & involves in organization new offices projects.
 - Fleets: Follow up on fleet supervisor to manage cars & protocol.
 - Conference organize.
 - Store inventory.
 - Responsible for admin purchases.

Competences:

Computer:

- MS Office: (Word, Excel, Power Point, Outlook).
- Multimedia.
- IC3: Internet and Computing Core Certification.
- ICDL: International computer Driving License.

Language:

Excellent English (read, write, speak).
TOEFL (Test Of English as Foreign Language), Score: 612.

Skills & Abilities:

- Working knowledge of employee relations and administrations operations.
- Ability to analyses and solve problems.
- Good Organizational and interpersonal skills with pleasing leadership qualities.
- Good knowledge in mobile technologies.
- Strong organizational skills.
- Self-motivated individual with excellent interpersonal, communication and influencing skills.
- Good time and project management skills
- Management, Marketing, Sales and Customer service.
- Excellent in computer (Microsoft Word, Excel, PowerPoint, access).

- Discretion and Business Ethics.
- Active listening skills.
- Dedication to Continuous Improvement.
- Strategic Orientation
- Team Orientation.
- Highly committed, reliable, responsible and hard working.
- Eager to learn, innovative, creative and ambitious.

Reference available upon request