

Haneen Qutaiba Kadhim

1999-7-12

Single

Iraqi

Iraq/Baghdad

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QUALIFICATION SUMMARY

- *Very flexible/ adaptable*
- *Organized with good time management skills*
- *Hard worker.*
- *Good listener and very good in communication*
- *Solve problem and ability to work independently and with team*

Education:

Bachelor's Business Management Techniques, Administrative Technical University 2021.

Present Occupation:

- **Jobless.**

Past positions:

- *Volunteer in local NGO.*
- *Work in Private Company as data entry for 2 month.*
- *Support in awareness about Covid 19.*

Training and Courses

- *Time management course*
- *Communication in work environment in 21*
- *Fundamentals of project management as life skill*

Skills:

- **Languages:**
 - Arabic: Native Speaker
 - English: good (speaking /writing)
- Computer, Internet, Microsoft Office, Microsoft Excel and Power point.