

ISRAA HAMID



Summary

Academic with a good degree. Experienced in the field of accounting and administrative matters, as well as with experience in the issuance of the cards, the MasterCard. Good background in office and administrative work, appointment scheduling, communication and customer relations.

Skill Highlights

- Workplace management
- Take responsibility
- Good communication ability
- Work under pressure
- Working within a group or independently
- Carry out tasks accurately and professionally

Contact

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Languages

Arabic
English
German

Experience

- Worked on commercial bids as a coordinator for 6 months, work included gathering documents, following up across different teams and translation, during the summer holiday
- Worked in Baghdad International Airport in a private airline company, in the correspondence of foreign companies.
- Work as an account manager and office business manager for 4 years in a private company using AL KHAZEN program.
- Work in a private Bank, job included create a customer's bank account and issue a MasterCard using the BANKS, MXP and CARDWIZARD programs.
- Experience working on MS Office (Word, Exel, Powerpoint, and Outlook).
- Participated in German cultural activities and events.
- Received an invitation from German Embassy in Baghdad as one of the outstanding students at the college.

Education

Bachelor of Arts: (BA) German and English language, july2016
Baghdad University, the department of German language.

Certifications

BA German language