

# CURRICULUM VITAE

## **MEENA AMEER EZZI**



### **Personal Information:-**

- Date of birth: 29 August 1992.
- Place of birth: Baghdad, Iraq.
- Nationality: Iraqi
- Language: Arabic – English – Turkish (reading, writing & Speaking).

### **Address: -**

- Al Yarmuk ( 4street ), Baghdad, Iraq.
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### **Educational Background:-**

- Bachelor of Engineering / Electronic and Communication Engineering, Al-Mammon University Collage, Iraq/Baghdad, (From 2010 to 2014).
- General Examination Board, Al-Firdos High School, (From 2009 to 2010).

### **Graduation Project:**

- Target objects extraction from RGB image for communication applications.

### **Computer Skills & Experiences:**

- Windows (very good).
- Internet (excellent).
- Microsoft office (word, Excel ,outlook, PowerPoint )

### **Background Courses Include:-**

- ELECTRICAL & ELECTRONIC NETWORKS.
- DIGITAL SYSTEMS DESIGN.
- Advance Electronics.
- Control and Systems.
- Computer Networks.
- Optical Communication.
- Wireless Communications.
- Microwave Eng.
- Mobile and GSM Communications.
- Satellite Communications.
- Programmer (Visual Basic,C++ Language,MATLAB& CST Microwave).

### **Professional Qualifications (Training& Certificates):**

- Summer Training in communication department at Baghdad international airport.
- TOEFL Ibt form English Times in Istanbul, Turkey.
- Microwave & Optical Fiber training for one month from Engineers Syndicate.
- TOMER (Turkish language) for 6 months from TOMER Kadıkoy branch.
- Prevention of sexual harassment and abuse of authority By the UNICEF (26 May 2020).
- Prevention of Sexual Exploitation and Abuse By The UNICEF (26 May 2020).
- I Know Gender An Introduction to Gender Equality By UN Women (25 May 2020)

### **Former Jobs: -**

#### **1. Assistant Sales Manager at Al-Etkan Company for sales (Siemens)**

##### **Job Description:**

- Supervise daily operations and ensure achievement of all productivity and sales targets and recommend solutions for any problems occur in the work environment.
- Ensure high levels of customer satisfaction through excellent sales service
- Reporting discrepancies and problems to the supervisor.
- Responsible dealing with customer complaints.
- Identifying opportunities and strategies to increase sales
- Coordinate with the company's representatives and guide them with work flow plan .

#### **2. Follow up \ Administrative Assistant at Al-Saaeda (Siemens).**

##### **Job Description:**

- Coordinate and expedite the flow of work.
- Liaise between companies, governmental departments and the main HQ of the company.
- Supervise daily operations and ensure achievement of all productivity and sales targets and recommend solutions for any problems occur in the work environment.
- Conferring with department supervisors to determine progress of work.
- Generate and Compiling reports (daily\_ weekly \_ monthly) and spreadsheets and preparing spreadsheets.
- Carry out administrative duty such as filing, typing, copying and scanning.
- Reply to emails, telephone or face to face inquires.
- Maintaining computer system by updating and entering data.
- Setting appointments and arranging meetings.
- Conferring with department supervisors to determine progress of work.

**Current Job:**

- Visa Assistant \ supervisor for the Austrian Embassy at VFS Global – Baghdad, Yarmouk St.

**Job Description:**

- Filling visa forms such as Schengen visa from the start to the finish including receiving, screening, data entry.
- Quality control checks.
- Checking and making corrections after applicants.
- Provides information to the public in person, and via the telephone and email.
- Responds promptly to all correspondence.
- Tracks applications including emergencies and high-profile cases.
- Ensures key case documents are properly scanned into the visa system.
- File management, drafting, and maintaining standard operating procedures.
- Prepares files for shipments and for archiving.