

Sally Mohammed Mahmoued

CONTACT	Baghdad - Aldora	E-mail: sallymohammed286@yahoo.com Phone: +964 771 659 1965
WORK EXPERIENCE	Aya Sophia school Music Teacher	July 2020 — Present
	<ul style="list-style-type: none">• Plan and prepare lessons in relation to individual students' needs and examination syllabuses• Teach music theory, aural skills and practical techniques to pupils entering and preparing pupils for examinations• Acquire appropriate teaching materials and resources• Motivate pupils and encourage progress• Create and maintain a network of contacts to ensure work continuity• Communicate with academic staff and parents• Ensure up-to-date knowledge and awareness of examination requirements• Assess pupils' abilities, providing feedback and writing reports	
	Amazon Baghdad admin assistant	MAR 2017 — Jan 2018
	<ul style="list-style-type: none">• Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.• Providing real-time scheduling support by booking appointments and preventing conflicts.• Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.• Screening phone calls and routing callers to the appropriate party.• Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.• Greet and assist visitors.• Maintain polite and professional communication via phone, e-mail, and mail.• Anticipate the needs of others in order to ensure their seamless and positive experience.	
QUALIFICATIONS	Computer Skills : Microsoft , Windows . Language Level : English - Medium good communication skill and Marketing	
EDUCATION	Business Management Dijlah University College	Oct 2016 — Aug 2020
REFERENCES	References available upon request.	