



## Ala'a Nabeel Mohamed Rashad

### Personal Information

Data of Birth: April 14 | 1991 .  
Gender: Female  
Material Status: Single  
Nationality: Iraq  
Address: Baghdad – Al Dora  
Phone number: 07739136192  
Email: loloo4818@gmail.com

### Language

**Arabic:** mother language

**English:** very good

### Education information

**University:** Al Iraqia University,  
English Department,  
**Section :** English literature  
**General Grade:** Average  
**Graduation year:** 2014

### Interest

**Reading**  
**Traveling**  
**Fashion**  
**Driving**

### work Experience

**Company name:** Al Jobory co.

**Job title:** Administrative employee

**Since:** 2014 - 2015

**Job Description:**

A very simple mission receipt of payment in installment of certain contract between company and the buyer, ( secondary function ).

**Company name:** Ard Al Soor co.

**Job title:** secretary

**Since:** 2014 - 2019

**Job Description:**

I worked as a secretary in a privet company (Ard Al Soor), my job was basically managing all the Laptop work, Arranging investment contracts, Emails, social network, Microsoft word, excel and printing As well as monitor the financial status of the company accounts for almost (3 years).

**Company name:** Masar Al Tanmia co.

**Job title:** : Administrative employee

**Since:** 2019 - 2021

**Job Description:**

I worked as an administrative employee my job was basically managing everything my manager would ask the Laptop work, Arranging investment contracts, Emails, social network, Microsoft word, excel and printing project maps, As well as monitor of work progress.