

Samer Ghassan

Date of birth: 2\5\1991 .

Marital Status: Single .

Nationality: Iraqi .

Address: Baghdad \Zayona .

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SUMMARY

Highly organized and independent, able to effectively coordinate tasks to accomplish projects with timeliness and creativity.

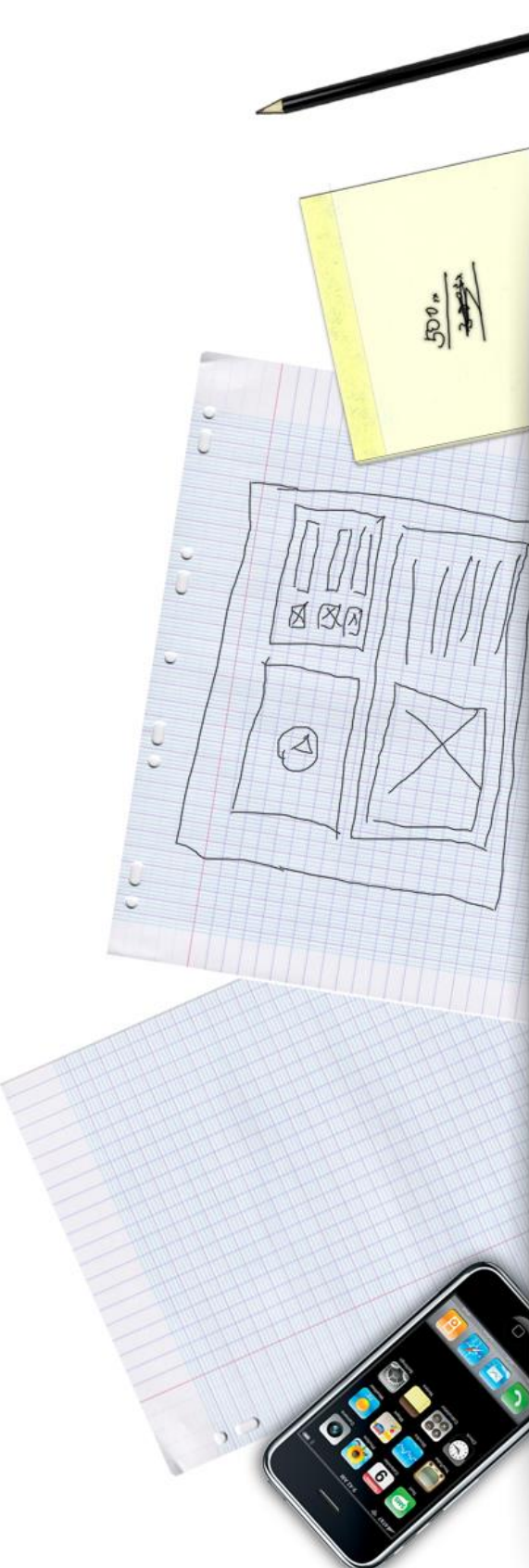
SKILLS&WORK

- Work as Administrative in Department of Human Resources at Ministry of Water Resources(contract one year).
- Work as Administrative in Al-Sahla company for modern communications .
- Work as Administrative at Al-Baldawi company for General Trading.
- Adaptability and ability to do any work.
- Very good work on Program Computer(Word-Excel-windows)
- Speaks English Good.
- work effectively both as team member and independently.
- Enthusiastic, committed and always available when needed.

EDUCATION

AL-NAHRAIN UNIVERSITY

B.A. in Political System& Public Policy in October 2013.



Dear hiring manager.

I read with interest your posting .After going through the information that you provided in the job description section, I was pleased to find that I possess most of the abilities that you are looking for. I am confident in my ability to work extremely well at your company.

The attached resume contains a comprehensive look at my education, work history and personal skills that I believe qualify me as the best candidate for this position but here are a few of the most important details. I have outstanding research skills and the ability to organize and lead projects efficiently. I am dependable, trustworthy and I always adhere to a strict code of ethics.

I have outstanding computer skills and knowledge of Microsoft Office that includes Word, Excel and Outlook. I have excellent interpersonal and communication skills with the ability to act as liaison between the organization and field team.

Sincerely,
Samer Ghassan