

Curriculum Vitae

Name : Juhayna Abdul Ridha Shareef Othman.

Family Name: Shaeel Al-Aalam.

Date of Birth: 11/9/1969.

Nationality: Iraqi.

Gender : Female

Present Address: Baghdad /Al-Karrada

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1- Education: Bachelor Degree in Business Administration.

College of Administration and Economics/ Baghdad University/1990.

2- Employment Experience.

I worked in the Ministry of Defense as from the year 1986 up to 2003.

- Foreign Contracts Departments from 1986 up to 2003(auditing the tenders- preparing the contracts , opening Letters of Credit by Iraqi central bank and following up the execution of the contracts).

- I completed my university study during my work and obtained the employment degree (senior chief superintendent) in the same above specialization.

- In addition to the above employment. I worked as a member in the following committees:

- Committee of selling and leasing the state properties in the Ministry of Defence.
- Committee of selling the cars of Ministry of Defence.

And my work in these committees was (to audit the selling formalities before and after having the performance of the auctions and preparing the reports of the selling).

- I worked with Al-Karia Companies Group as:-

- Administration manager for 2004-2006.
- Commercial manager for 2006-2008.
- Deputy authorized manager for 2008 – 2014.

- I worked with Al-Ayech Company (Lebanese Company) as Iraq office manager for 2014 up to 2015.

- I worked with Janat Al-Marwa for Trading & Contracting Co. as Authorized manager for 2015 up to 1/5/2018.

3- Skills and abilities :

- Working on Tenders and projects .
- Preparing the offers (Commercial + Technical).
- Coordination with Iraqi Banks about opening the Letters of Credit and following up it.
- Preparing the contracts (with Government or private sector).
- Negotiating with Government departments or private sector.
- Experience in Commercial Correspondence with Global companies.
- Correspondence with Government departments or private sector .
- Working on computer and internet.
- I have good relations with several of ministries such as Ministry of Oil, Electricity , Trade and others.

4- Training:

- Typing Course on computer - Arabic – English.
- Management and organizing course .
- Nursing Course in Al- Rasheed Military Hospital.
- Three courses in Computer/ National Computer Center in Programs Windows- Microsoft Office (Word- Excel – Access – Power Point) and the helping programs.
- A course in the Internet / National Computer Center.
- A course in English language / British Linguaphone Institute

5- Languages

English

Arabic

Level

Good

Very Good