



# Mina Emad Mohammed

I.T SPECIALIST

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📍 **Baghdad, hay Al-Jihad**

## MY PERSONAL PROFILE

I am a hard working results-oriented systems analyst with excellent communication skills, as well as a deep understanding of desk management system.

## SKILLS

- The ability to analyze complex technical information
- Can analyze, design and implement excel forms
- Detail oriented
- Problem solving
- Design thinking
- English Level C2
- Fast typer
- MS WORD / MS EXEL / MS POWERPOINT

## EDUCATION & EXPERIENCE

### **Assistant Administrator At taxi Baghdad co.**

11/2017-8/2018

- Performed jobs related to desk management, including sending weekly reports, professional emails and creating forms on excel.

### **Technical Collage Of Management**

Graduted, Class of 2016-2017



- BSC degree in Information Technology, top 15 percent of class.

## CERTIFICATIONS

- **Microsoft Office Excel** by Injah (06/2020)
- **Work Ethics** by Knowledge Gate (09/2019)
- **Graphic Design** by Knowledge Gate (09/2019)
- **Sales & Marketing** by Knowledge Gate (08/2019)
- **Project Management** by Knowledge Gate (08/2019)