



**Ayat Ismael Ahmed Al-Azzawi**

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Marital Status: Married

DOB: 8<sup>nd</sup> of September, 1994

Gender: Female

**Education 2012 – 2016**

- Bachelor Degree (B.Sc.) University of Baghdad, Baghdad, Iraq  
Geology science, Graduated with an average of 71.17% “Good”.

**Personal Strengths and Skills**

**Languages**

- Arabic (mother tongue)
- English – Fluent
- French – Good

**Computer Skills**

- Advanced skills in Outlook & all Microsoft Office applications.
- Browsing internet

**Strength**

Competent team-worker/leader, dedicated, trustworthy, flexible, adaptable and resourceful.

**Training Courses**

- One-week field training in Al-Kut city, the purpose of this training was to collect a number of samples to analyze the city’s ground layers, during the 3<sup>rd</sup> year of college.
- One-month field training in University Of Baghdad, the purpose of this training was also to collect a number of variable samples to recognize the nature of the surface and the subsurface soil in different locations of the University, during the last year of college.

## **Work experience**

**BBC Institute, Office Manager**  
**AL-Harthia Branch, Baghdad- Iraq**  
15/07/2016 – 21/01/2017

### **Roles and responsibilities:**

- 1- Maintains office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions.
- 2- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- 3- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- 4- Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- 5- Completes operational requirements by scheduling and assigning employees; following up on work results.
- 6- Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends.
- 7- Maintains office staff by recruiting, selecting, orienting, and training employees.
- 8- Maintains office staff job results by coaching, counseling, and disciplining employees; planning & monitoring.
- 9- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- 10- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- 11- Contributes to team effort by accomplishing related results as needed.

**Taha & Partners Group, PA**

**Jadriyah, Baghdad- Iraq;**

22/01/2017 – 15/08/2017

<http://www.tpg-iq.com/>

### **Roles and responsibilities:**

- 1- acting as a first point of contact: dealing with correspondence and phone calls
- 2- managing diaries and organising meetings and appointments, often controlling access to the manager

- 3- booking and arranging travel, transport and accommodation
- 4- organising events and conferences
- 5- reminding the manager of important tasks and deadlines
- 6- typing, compiling and preparing (reports, presentations and correspondence)
- 7- managing databases and filing systems
- 8- implementing and maintaining administrative systems
- 9- liaising with staff, suppliers and clients
- 10- collecting and filing expenses
- 11- miscellaneous tasks to support the manager

**Mama Ayman Primary Private School,**

**English Teacher**

**Hae Al-Jamaa, Baghdad- Iraq;**

**01/10/2017 – Present**

**Roles and Responsibilities:**

- 1- Set high academic standards for every student in the class while still adapting to the individual needs of each child.
- 2- Prepare lesson plans in advance that teach core objectives and principles that are relevant to future education, also showing students how this knowledge is useful in the real world.
- 3- Teach several different classes of student's conversation and stories, of the English language.
- 4- Track and report performance data to determine where changes need to be made and which strategies and methods are working.
- 5- Attend Monthly staff meetings to address unique situations or problems with individual students so you can adapt your lesson plans to meet their needs.
- 6- Develop stable, solid relationships with students with appropriate boundaries so they know you are available to help them when they need it.
- 7- Promote parent/teacher/student associations and encourage students and their guardians to get involved in the community and in the school.
- 8- Attend special events held by the school and engage with students and their parents in an appropriate, friendly way.

**References available upon Request**