

# NARIMAN HAYTHAM ABDULSATTAR

Baghdad - Iraq  
1995-1-14

## EDUCATION

**[Computer engineering in AL-RAFIDAIN University College]**  
[2016 – 2017]

[In addition to Intensive course for engineering subjects for 3 Months.]

## WORK EXPERIENCE

**[ North Bank ] [Head office manager ]**  
[2017-9] – [2019-2]

Responsibilities:

[Organization and coordination of office operations, procedures and resources to facilitate effectiveness and efficiency of the CEO office.]  
[worked on the Orion system.]

**[MASARAT] [ personal assistance of the CEO ]**  
[2019-3]– Current

[manage daily and weekly reports to manager, keeping accurate records for all daily transactions.]

**[MASARAT] [ billing coordinator]**

[2019-3]–current  
[budget calculation and financial data provision.]

## PROFILE

Working in a challenging environment under pressure.

In a trading company of organization In several areas including computer, networking, sales, maintenance and management.

I have the ability to learn quickly and take advantage of my abilities to progress in my work.

## CONTACT

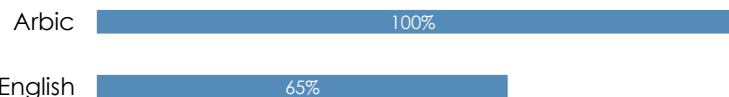
PHONE:  
07705705192

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[nariman.haytham@gmail.com](mailto:nariman.haytham@gmail.com)

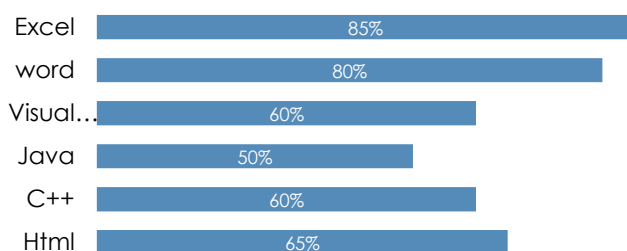
## HOBBIES

Design  
Art  
Travel  
Internet

## LANGUAGE



## TECHNICAL AND COMPUTER SKILLS



## COURSES & CERTIFICATES

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- دورة تدريبية في (مفهوم ادارة المخاطر بأوجه متعددة) من 26/12/2018 – 27/12/2018 في مصرف الشمال للتمويل والاستثمار.
- دورة لدى SMT بعنوان Information Security Awareness بتاريخ 7/11/2017 الخاصة بالتوعية بـ (أمن المعلومات/ISO 27001).
- المشاركة في المؤتمر الثالث المقام من قبل البنك المركزي العراقي بعنوان (دورة البنك المركزي العراقي في تحقيق الاستقرار المالي والاقتصادي) بتاريخ 9/10/2017.
- دورة تدريبية بعنوان (نظام ادارة الجودة Quality Management System /ISO 9001 .current).
- المشاركة في مؤتمر TeDx Baghdad لتمثيل شركة مسارات بتاريخ 19/7/2019.