

# Resume



## Alyia Arkan Harb

9 novmber 1994 | female | single

Iraq – Baghdad - Palestine street

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### Objective:

Organized and motivated able to apply time management and organizational skills in various environments.

To continue my career with an organization that will utilize my MANAGEMENT, SUPERVISION and ADMINISTRATIVE skills to benefit mutual growth and success.

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### Education:

Baghdad University

B.Sc. in Information and Communication / MultiMedia Engineering –  
Alkhawarizmi College of Engineering 2012-2016

## **Skills:**

### **1- Communication Skills**

- Excellent written and verbal communication skills
- Confident, articulate, and professional speaking abilities (and experience)
- Writing creative or factual
- Speaking in public, to groups, or via electronic media
- Excellent presentation and negotiation skills

### **2- Teamwork skills**

- ability to contribute expertise and follow leadership directives at appropriate times
- Enjoy working as a team member as well as independently
- Grow in a team environment and work well with others

### **3- Data Management and Office Organization Skills**

- Able to coordinate several tasks simultaneously
- Analyzing situations or data
- Planning, budgeting, goal setting, scheduling
- Strongly committed to team-building and staff development

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## **TECHNICAL SKILLS:**

### **1- Software Application**

- CISCO Packet Tracer
- MS Office word
- MS Office power point
- MS Office Access
- MS Office word
- Photoshop
- Primer
- After Effect

## **2- Programming Languages**

- SQL (Structured Query Language )
- MATLAB
- C++
- HTML

## **3- Protocols:**

TCP, UDP, IP, ARP, BGP, OSPF , RIB

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## **COURSE & TRAINING & CERTIFICATE**

- 1- **Training in Iraqi Media Network (IMN)** broadcast television and Satellite news gathering ( SNG) on the latest equipment and techniques at the hands of engineers and professors specialists. **(2015-2016)**
  - 2- Training in Iraqi Society Photography with second degree Certified.(2016)
  - 3- Training CCNA ROUTING & SWITCHING 200-125 with Certified Courses.(2017)
  - 4- Training Microsoft Excel in University of Baghdad.(2017)
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## **Hobbies:**

- 1- Photography**
- 2- Social Media**
- 3- Reading Book**
- 4- Travel**

## **EXPERIENCE**

### **▪ IRAQ NET GROUP                      18-9-2016 To 10-4-2017**

- 1- E-Marketing**
- 2- Issuing the visa to various countries**
- 3- Phone call support**
- 4- Data Base**
- 5- Website for issuing Visa Support and development**
- 6- Follow with customer**

### **▪ ALMERJAN Travel and Tourism    13-4-2017 To 5-10-2017**

- 1- Coordinator**
- 2- Sales Agent**
- 3- Call Center**
- 4- Data Entry**
- 5- Marketing on Social Media**
- 6- Make Program**

### **▪ Business Ground For Organizing International Exhibition and conferences      30-12-2017 \ Present**

**Organized ( Made in Iraq 2018 & 2019 ) –( HIME (Human International Medical Exhibition 2018)) – (( GTX-I General Technology Exhibition 2018))**

- 1- Public Relation**
- 2- Exhibition Logistic**
- 3- Social Media**
- 4- Making Campaign (google Ads , Facebook Ads, Instagram Promotion)**
- 5- Website Development**
- 6- Assist with needs at marketing desk.**
- 7- Data Entry**
- 8- Phone Support**
- 9- General office work**
- 10-        Photography All Exhibition**
- 11-        Dealing with government ministries**