

Manaf Nazar Ahmed

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Languages: Native Arabic, fluent English.

Residence: Baghdad

POLITICAL SCIENCE DEPARTMENT OF STRATEGY

OBJECTIVE :

I am pleased to enclose my resume for your review. I graduated from Al Nahrain University with a Master degree in political science Department of Strategy

I am keen to become part of your organization as instrument and control engineer. I sincerely believe that I am able to offer an immediate and contribute positively for your company and meet your expectation.

SUMMARY OF EXPERIENCE :

1 year as admin and office manager at local company

EDUCATION :

- B.A in political science strategy Dep. 2011 Al-Nahrain Univerctiy
- M.Sc. in political science strategy Dep. 2015 Al-Nahrain Univerctiy

PROFESSIONAL EXPERIENCES:

Admin and Office Manager at local company -Iraq -BAGHDAD 2012-2013

Job Roles and Duties:

Responsible for providing administrative support to the administrative manager and managing other tasks as assigned by the manager. Responsible for attending meeting with the manager and assisting in creating new policies and plans to the company's objectives. Responsible to preserve relationship with clients to understand their requirements. Responsible in handling and motivating 20 employees in achieving their goals and objectives.

TRAININGS AND COURSES

- HR for one week From M-select Company.
- English TOFEL course in Global institute/Baghdad for six weeks.
- Call Center for three moth in AsiaCell

TOOLS & SOFTWARE SKILLS

- Microsoft office (Excel, Word, Outlook & PowerPoint)
- Very good Knowledge in PC networking & PC HW