



CURRICULUM VITAE



PERSONAL INFORMATION

- **Name:** Sahar Ali Zbala
- **Gender:** Female
- **Marital status:** single
- **Nationality:** Iraqi-Arabic
- **Date/Place of Birth:** Iraq- Baghdad / Jun 1993
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OBJECTIVE

To build up a solid career with a reputable brand in a professional environment that highly respects works values and encourages constructive teamwork, I can offer 100% flexibility reliability and commitment to the company and its future assignments, enjoy challenges by working both independently and with a team to achieve objectives.

I always contribute to development and always aspire to creativity, and I had not to stop to any problem that facing me in the work but always I tried to find the easiest ways to access and solve the problem.

EDUCATION

- **2011-2015** University of Technology, B.Sc. in Control & Systems Engineering.
- **2005-2011** Al-wazeria High school.

Experience

▪ June 2016 – July 2019 at Bareeq Al-Lujain Company

Office manager

January 2018-
July 2019

I worked at this position (office manager of the CEO), and was Responsible for the organization and co-ordination of office operations, procedures and resources to facilitate organizational effectiveness and efficiency, , attend meetings , assign and monitor administrative and secretarial responsibilities and tasks among office staff ,evaluate and manage staff performance, organize orientation and training of new staff members, design and implement filing systems, ,allocate available resources to enable successful task performance, negotiating and contracting with foreign companies, issue official letters to the government sector and prepare operational reports and schedules to ensure efficiency.

HR Officer

January 2017-
DEC 2017

I worked at this position through publication of advertisements by sites functions and social networking sites, issue administrative orders and Maintain employee records (attendance, etc.) according to policy and legal requirements.

Accountant

June 2016-
January 2017

I worked at this job as a temporary, during it I have made a complete accounting system.

▪ OCT 2015 – May 2016 at University Of Technology-Control & System Engineering Dep.

I have worked at department's laboratory as technical engineer and as a lecturer for freshman and under graduation students in order to help them to understand the practical part of their studying and be more familiar with the technical devices.

PERSONAL SKILL

MANAGEMENT





WORK UNDER PRESSURE



ABILITY TO DEVELOP



TEAMWORK



CREATIVE



COMMUNICATION



TIME MANAGEMENT



PROFITONAL SKILL

MS OFFICE APPS.



INTERNET & EMAIL



SALES SKILLS



MARKETING SKILLS



ENGLISH LANGUAGE



ARABIC LANGUAGE

