

Shahad Amer Mokhles

Baghdad – 21/11/1990

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- Education :

Graduated from Al-Mamoon University College.

Bachelor's degree in Communication Eng.

Graduation year 2014-2015.

- Experience :

- Noor AL Bayan Company

Four years' experience of working as staff manager at Noor AL Bayan Company.

Main duties performed:

- Organization of employees agenda
- Organize new project dates
- Identify the appropriate employee for each project
- Identify the appropriate employee to maintenance the customers
- Follow up projects and maintenances
- Accounts management (Buy , Sell , Sales Orders ,)
- Communicate with customer
- Send offers to customer by E-mail
- Work on Microsoft office programs (Word ,Excel ,PowerPoint)
- work on AlBayan program for accounting

- Certifications:

- certificate from **Huawei Company** in (**mobile communications , networks**)
- certificate from **AI -Mamoon university college** in **basic English skills**
- certificate from development center for studies and training in training program for trainers

- languages:

- Arabic: mother tongue
- English: good speaking and writing proficiency