

Saja AL-Abduljaleel

Project Coordinator

&

Administrator

Committed to develop my abilities and I am self-motivated, hard-working and reliable, with a range of practical labouring skills.

Qualifications

- Decisive and forward thinking, with strong vision and strategic capability.
- Ability to network and liaise with clients at every level.
- Experience of Total Facility Management in hard and soft services.
- Experience in being instructed by clients at a senior level in major firms.
- Motivational and credible with highly effective interpersonal skills.
- Highly commercial and committed to quality and innovation.
- Operationally strong, financially aware and commercially astute.
- Ability to engage in multiple tasks at a time without losing concentration.
- Good temperament to deal with people in all situations.
- Able to follow instructions to the minutest detail to ensure accuracy.

EXPERIENCE

T.U.V

Database Administrator, 2013 – 2015

- Build database systems of high availability and quality depending on each end user's specialized role.
- Design and implement database in accordance to end users information needs and views.
- Define users and enable data distribution to the right user, in appropriate format and in a timely manner.
- Provide proactive and reactive data management support and training to users.
- Determine, enforce and document database policies, procedures and standards.
- Monitor database performance, implement changes and apply new patches and versions when required.

ARMADA GROUP

Project Coordinator, 2015 – 2016

- Leading the project team and coordinating the project.
- Handle all matters related to project content.
- Implementing the agreed action plan to the agreed standards and deadlines.
- Regular liaison with the supervisor on all project related matters.
- Ensuring the effective preparation and delivery of all project events and meetings and production of all necessary documentation.
- Taking responsibility for the effective flow of information between team members, participants in project activities & top management.
- Ongoing evaluation of project activity and reporting on project progress to management through daily reports & E-mails correspondences.

14th April, 2019

- Ability to maintain focus in the midst of distractions that could arise during productions.
- Have good communication skills to actively pass messages across to clients, manufacturers and workers.

Skills

- Strong Leadership.
- High Energy.
- Team Builder.
- Communication Skills.
- Organizational Ability.

Personal Data

Gender: Female.

Birthday: 19th Jan 1990

Status: Single

Address: Iraq, Baghdad

Contact

+964 7713 596 890

+964 7738 041 138

saja.qahtan@yahoo.com

Saja_alabdaljaleel@yahoo.com

EDUCATION

Baghdad University

Baghdad, Iraq

**College of Administration and
Economics**

B.Sc. in Statistics Sciences

JISR AL-FURAT COMPANY

Office Administrator, 2016 – 1st May 2018

- Coordinate office activities and operations to secure efficiency and compliance to company policies.
- Supervise administrative staff and divide responsibilities to ensure performance.
- Manage agendas/travel arrangements/appointments etc. for the upper management.
- Manage phone calls and correspondence (e-mail, letters, packages etc.).
- Support budgeting and bookkeeping procedures.
- Create and update records and databases with personnel, financial and other data.
- Track stocks of office supplies and place orders when necessary.
- Submit timely reports and prepare presentations/proposals as assigned.
- Assist colleagues whenever necessary.

KOSHNAW COMPANY

Accountant, 1st September 2018 – Till Present

- Examine statements to ensure accuracy.
- Ensure that statements and records comply with laws and regulations.
- Compute taxes owed and ensure prompt payment.
- Inspect account books and accounting systems to keep up to date.
- Organize and maintain financial records.
- Improve businesses efficiency where money is concerned.
- Make best-practices recommendations to management.
- Provide auditing services for businesses and individuals.
- Prepare payrolls and pay salaries to the staff.

TRAINING AND CERTIFICATES

Training course related to all the banking businesses in a comprehensive manner from ABC corporate.

Training course about Swift Messages And Banking Transfers from ABC corporate

14th April, 2019