

# Basma Hamid



## Personal

Name: Basma Hamid Iedan  
DOB: 18 Aug 1994  
Address: Ghazaliya, Baghdad  
Mob: +964 7705047651  
E: basma.hamid94@gmail.com

## Languages

Arabic: Native  
English: Good

## Skills

- MS Office (Word, Excel, Outlook, PowerPoint)
- Leadership and teamwork
- App4legal
- Work under pressure

## Reference

### **Etihad Law Firm**

Samer Aziz

Manager

s.aziz@etihad-law.com

## Education

Bachelor in Total Quality Management Techniques, Technical College of Management, 2012-2016

## Experience

### **Administrative Assistant, Al Etihad Law firm, Mar 2021-Present**

- Archiving documents and preparing specific system for it.
- Drafting article of association and minutes of meeting.
- Translate documents from Arabic to English and vice versa.
- Provide lawyers with the support specially the interns.
- Prepare the conference room for the meeting and its agenda, writing notes and circulate all the details via email.
- Answer calls and provide the caller with the details for the queries.
- Update the Tasks lists of the lawyers and follow up with them on daily basis.
- Companies' incorporation on the government website.

## Profile

A hardworking individual and always passionate towards acquiring new skills, I am a quick to learn and willing to adapt to any job.