



Ala' Ahmed Ali



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IRAQ_ Kirkuk Province_ Bagler .1City



LANGUAGE

- English (Excellent)
- Arabic (Native)



SKILL

- Secretariat
- Administration
- Human resources
- DATA
- Customer Service
- Verbal and Written Communication
- Friendly
- Professional
- Patience
- Problem Solving Skills
- Accuracy and Attention to Detail
- Interpersonal Skills
- Receptionist
- Interpretation: Arabic to English and vice versa
- Microsoft Proficiency

Professional Profile

I am self-motivated, ambitious and eager to learn, I am a responsible individual with strong communication skills and work ethics besides being creative, focused and highly determined. I am willing to take responsibility and work independently, at the same time I can work well in teams.

I am keen to learn new skills and I will be successful to do them as per received training and instructions.

Being bilingual gives me the chance to function efficiently in both English and Arabic.

My background and growing up experience has given me a deep insight into the culture and society together.

Education & Qualifications

- High school
- secretariat training course

Career Summary

Interpreter/Translator

2015_PRESENT

Self-employed

For a long time ago, I worked an online translator, worked on a freelance basis with an educational, commercial, and government organizations.

I'm so disciplined person at time of delivery, quality and the accuracy of project complement.

I specialise in some industry in which I experienced, such as Secretariat, business and receptions.

Receptionist and Interpreter

2014_2015

Iraqi Businessmen Development Association / Kirkuk Branch / IRAQ

- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately.
- Answering screening and forwarding incoming phone calls and receiving and sorting daily mail.
- Schedule and confirm appointments and maintain event calendars.
- Complete procedures when Guests arrive and leave.
- Assisting colleagues with administrative tasks.
- Performing ad-hoc administrative duties.

Secretary / Translator

2013 _ 2014

East Island Company for General Trading / IRAQ

- Managing diaries and making appointments.
- Preparing and distributing papers and documents for meetings.
- Drafting letters and other documents, such as PowerPoint presentations.
- Photocopying and printing, using various computer packages - Word, Excel, PowerPoint.
- Maintaining filing systems and translating required documents.
- liaison with internal and external contacts.
- coordinate the flow of information both internally and externally.

Secretary

2012 –2013

Dhifaf Al Bihar commercial Co. / IRAQ

- **Filing.** managed customers files and other records in an office. replaced it when the job is over. Keeping files in alphabetical order and using a filing system for easy storage and retrieval are keys to successful file organization.
- **Correspondence.** liaison for incoming and outgoing phone and mail correspondence. Also receive calls from clients, business partners, workers or community members, and either answer questions or forward the calls. also make calls on behalf of managers to communicate information to customers, to schedule appointments or to follow up on inquiries. Taking notes from a manager, ..etc.
- **Office Tasks.** Especially in this office, I have been doing many functions include routine clerical tasks and errands to assist others. This may mean cancelling or rescheduling appointments, ordering office supplies, taking notes during meetings.