



Shahad Ahmed Mohammed Amin

IRAQ-Baghdad
City: Baghdad Zayona Sec:712 House:47
009647725881175
Shahadahmed27@yahoo.com
Female –Single-1990 Birth- Iraqi
Languages / English & Arabic

Education

Bachelor Degree, Administration and Economics College
Accounting Department
Baghdad University – Baghdad , Alwazryia, Iraq

2015

Highlighted

- Cashier
- HR Officer
- Archiving Officer

Experience

• HR, Cashier & Archiving Departments **Ministry Of Technology – Iraq**

I worked in the Ministry of Technology and Science for two years in the HR, cashier, & archiving departments and my duties were:

- Perform routine calculations to produce analyses and reports as requested by the finance director
- Create, send, and follow up on bills.
- Provides payroll information by collecting time and attendance records for the employees.
- Maintains employee data reports by collecting, preparing, and analyzing data.
- Maintains employee information by entering and updating employment data.
- Provides secretarial support by entering, formatting, and printing information, answering the telephone, maintaining equipment and supplies.
- Maintains employee confidence and protects operations by keeping human resource information confidential.
- Evaluate records for preservation and retention - some may be fragile and need careful handling, repair or conservation
- Catalogue collections and manage information and records.

Training Courses

- English courses at British Languages Center
- MS Office (word excel) course.