

Personal Information

Name and Surname: Sara Saad Mohammed
Address: Baghdad - Alghazaliya
Date of Birth: 01.02.1994
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Status - Married
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Profile
Through my experiance in Translation, Administration, HR, and Logistics, I had gain a wide varieties of skills that makes me suitable for different jobs, with taking in concern my engineering background.



Education

11.2011 - 06.2015 **University of Mustansiriya, Baghdad, Iraq**
Electrical Engineering

Experience

05.2018 - present **Aljana'en primary school**
Logistics Department Manager and store keeper
- Responsible for all the activities in the logistics of the school with arranging the store for the incoming ships of different cargo's with high techniques and apply a professional system to make the work done smoothly.
- Data Entry for all activities with high arrangement and documentation.
- Daily and weakly reporting to the managment.

01.2018 - 04.2018 **HELCOO Energy**
Project Cordinator and HR

07.2017 - 01.2018 **Bright thought Institute**
Translator and Instructor

Skills

- ✓ Translation
- ✓ Team Work
- ✓ Leadership

Software skills

Microsoft Office ★ ★ ★ ★ ★ ★
Store APK ★ ★ ★ ★ ★ ★

Languages

Arabic ★ ★ ★ ★ ★ ★
English ★ ★ ★ ★ ★ ★