

Curriculum Vitae

RANA HADI



INFORMATION

NAME: Rana Hadi
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Date of birth : 19/8/1993
Gender : female

INFORMATION

Title of qualification: Applied Sciences Material Dep. from University
Of Technology
Graduation date: 2015-2014

Global English Institute 2015

LANGUAGES SKILLS

Languages	Read	Write	Speak	Understand
Arabic	Excellent	Excellent	Excellent	Excellent
English	good	good	Good	Very Good

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COMPUTER SKILLS:

- *Microsoft Office 97, 2003, 2007, 2010*
 - *Microsoft office Excel.*
 - *Microsoft office Power Point (Presentation).*
- *Microsoft office Access*

WORKS:

- *Administrative in agent of Zain Iraq (Reporting to main zain from hailla and amara)*
- *Responsible for the institute (admin, HR ,Financial. Customer care) of cambrige institute.*
- *Supervisor Customer services in momentum for (make daily report , weekly report about team and client)*
- *LEADER OF COORDINATORS IN UNICOM IRAQ (organize the team and distribute projects between coordinators and make daily report , weekly report about project and coordinators and organize presentation)*