

Personal information:

Name: AsalaAlaaAl-Shemariy

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Date of birth: 16-6-1993

Language: English – Arabic

Gender: Female

Address: Baghdad – Al karradha



Education

**BACHELOR OF COMPUTER SCIENCE – FAULTY OF EDUCATION - FOR THE ACADIEMIC YEAR 2014-2015
BAGHDAD UNIVERSITY.**

Experience:

- **ADMINISTRIVE OFFICER – ALRUBEIY GROUP 08/2016-06/2018**

Responsible for all administrative and office matters experience in management , electronic correspondence and work agreements with companies and organizations, dealing with governmental and non-governmental organizations, ministries, public and private sector companies, sales officer and I have little expert in dealing with the ((Al-Bayan program)) .. Experience in entering many tenders in variousfields.

skills:

- Cisco packet tracer
- Microsoft office
- Visual basic
- Windows OS
- MATLAB
- Business improvement
- Maintenance of computer
- Public relationship
- Management

Certificates:

- **TAJHEEZ TUNING & CONSULTING**

The basic of public relations managements and spokesperson

- **BAGHDAD UNIVERSITY - HAWAWEI TUNING CENTER**

Network & mobile communication

- **AL-RUBEN GROUP**

Windows server 2012

- **MK TUNING CENTER**

CCNA routing & switching

- **ALISON**

Diploma computer network

- **ALISON**

Certificate of fundamental of network and LAN