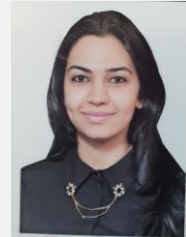


CURRICULUM VITAE



PERSONAL DETAILS

Name: Ayat Adil Sabri
Address: Baghdad Al- Saydiya
Mobile: 00964 7721673296
Email: aeatadil@gmail.com
Date of Birth: 17th May 1991
Nationality: Iraqi
Material Status: Married

CAREER OBJECTIVE

To expand skills and experience of Computer Engineering and Administration work.

EDUCATION

August 2012 – 2013	Al-Mamoon University , B.S.C communication engineer
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LANGUAGE

Arabic	(Read, Write, Speak)
English	(Read, Write, Speak)

COMPUTER SKILL

- MS windows XP, Vista,7
- MS Office 2013, 2007, 2003
- Outlook Express
- Networking
- Printers & scanner
- IE and other browsers

WORK EXPERINCE

May 2014 – May 2021	<p>HYOSUNG CORPORATION, Iraq Baghdad Palestine Hotel http:// www.hyosung.com.kr accountant , training &FAT controller, Admin manager</p> <p><u>Responsibilities and achievements:</u></p> <ul style="list-style-type: none">• Prepare the Documents and submitting to client• Negotiation: very important task of my work in the past 8 years of working with Hyosung ; negotiating with clients and partners was a key task in my job• Prepare the invitation letter and other Documents to get permission for training & FAT (communication with embassies)• Accountant manager - Follow up the accountant works with ministries and banks and inside company• Controls and arrange all Documents with letter inside & outside company as (Documents controls)• Logistic support in the company• Experience with registration and update documents for Establish company at Ministry of trade – registration company• Experience with Financial statements for companies• Experience with Income tax , company tax and social security
2013 – 2014	<p>Al-Hekma institute , Iraq Baghdad</p> <p>Documents Translator & Admin Ass.</p> <p><u>Responsibility:</u></p> <ul style="list-style-type: none">• Administrator in information on the server• Control all email person on the server• Translate the official documents