



# ZUBAIDA DULAF

ADMINISTRATIVE OFFICER

## EXPERIENCE

### Home Centre

Administrative Officer, Baghdad  
Administrative Officer and in charge of the import department

### Linguaphone Languages Institute

Administrative Officer, Baghdad  
Administrative Officer at the British languages institute, Palastine St. Branch

### Present

### Al-Qadmoos Import and Export Company

Import Officder, Damascus  
Head Officer of the import department in Al-Qadmos company in Syria.

## EDUCATION

2016-2017

### Bachelor Degree in English Language and Literature

Al-Turath University College, Baghdad

2011

### English Language Course

Berlitz Languages Institute, Damascus  
Six month English language course

2018

### Microsoft Office Software

Iraqi Space Centre, Baghdad  
One month training course of how to use Microsoft Office Programs

## SKILLS

### Individual Skills

Computer Literacy ██████████  
Organasation ██████████  
Commitment ██████████  
English Language Proficiency ██████████  
Presence ██████████  
Planning ██████████

### Group Skills

Co-Operation ██████████  
Communication ██████████  
Workplace Empowerment ██████████

## CONTACT

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