

Professional Summary

Professional Business administrator with a comprehensive knowledge of office Administration and human resources. Proficient in computer software and general Management skills, Strong understanding of the relationship, Expert knowledge of Media planning and buying.

Education

Bachelor: English language
Al Mamoun University College - Iraq

June 2008

Skills

- **Computer Skills:** Operating Systems, Software, Microsoft office (word, Excel ...etc.)
Report Writing (Arabic & English) Scanning, Printing and other office work.
 - **Personal Skills:** Excellent communication skills, Willingness to learn and works in team
Capable of adapting to new environment
 - **Monitoring:** Media, Telecom Signal & Security
 - **Communication and media advertising:** Planning, Buying & Negotiation
-

Personal Information

- Date of birth: March, 8th 1982
- Sex: Female
- Marital status: Single
- Native Language: Arabic
- Second Language: English

Experience

03/2019 till now

Credit Bank of Iraq CEO's Executive Assistant

- Attached the job description with full details.

Account Manager

08/2012 to 10/2017

RAFIDAIN Union for advertising & commerce marketing – Baghdad, Iraq

- Run media campaigns from planning, buying and negotiations till invoicing stage.
- Consult with managers to ensure that budget adjustments are made in accordance with program changes.
- Explain to clients how specific types of advertising will help promote their products or services in the most effective way possible.
- Obtain and study information about clients' products, needs, problems, advertising history, and business practices to offer effective sales presentations and appropriate product assistance.
- Consult with company officials, sales departments, and advertising agencies to develop promotional plans.
- Attend sales meetings, industry trade shows, and training seminars to gather information, promote products, expand network of contacts, and increase knowledge.

Secretary of Minister's Office

03/2011 to 07/2012

Ministry of Education – Baghdad, Iraq

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Organizes work by reading and routing correspondence; collecting information; initiating telecommunications.
- Maintains department schedule by maintaining calendars for department personnel; arranging meetings, conferences, teleconferences, and travel.
- Completes requests by greeting customers, in person or on the telephone; answering or referring inquiries.
- Prepares reports by collecting information.

Deputy Director

09/2009 to 01/2011

Al RAAD Co. for trading constructions and contracts – Baghdad, Iraq

- Schedule meetings and appointments.
- Maintain the office condition and arrange necessary repairs.
- Partner with HR to update and maintain office policies as necessary

- Organize office operations and procedures.
- Ensure that all items are invoiced and paid on time.
- Manage contract and price negotiations with office vendors, service providers and office lease.
- Manage office G&A budget, ensure accurate and timely reporting.
- Provide general support to visitors.



Credit Bank of Iraq
HUMAN RESOURCES DIVISION
JOB DESCRIPTION

Position Title : CEO EXECUTIVE ASSISTANT
Division : Management
Departments : Management
Unit : Management

Purpose : Handle all administrative tasks and relevant matters for management executive office in addition to overall management of CBI Mail and inward mail.

Supervisor : CEO
Colleagues : Other branch and units staff

Required Skills : Communication skills, pleasant personality, Efficient services, computer skills, ability to work under pressure

SUMMARY RESPONSIBILITY:

- Executive office management skills and experience.
- Efficient and skillful in typing
- Provides integrated services interface with customers and all units
- Handle the filing of all documents related to Management

PRINCIPAL RESPONSIBILITIES:

- Perform administrative, secretarial and word-processing / typing duties for work related to CEO and or executive management office.
- Ensure all correspondence and documents are filed promptly and accurately in the related files in addition to passing such to the relevant business units, where applicable and as per CEO directions.
- Answer the telephones and redirect calls as appropriate
- Generally assist in all administrative issues, and perform other duties as requested by the CEO
- Check and distribute the mail of all units as necessary
- Travel arrangements for CEO and executive management where applicable.
- Arrangement of management external meetings inside or outside Iraq where applicable.
- Other business tasks requested by the CEO or executive management.





PERSONAL PROFILE:

- Pleasant personality and cooperative with all
- Motivated
- Basic knowledge about bank's products, systems and processes
- Computer literate and knowledge of spread sheets application and programs
- Well organized

PERFORMANCE MEASURES:

- Completion of tasks and follow-ups
- Customer satisfaction (Internal & External)
- Reliable and ability to work under pressure
- To be very loyal and to work honestly
- Very good typing skills and well organized

TARGET CANDIDATES:

EDUCATION: Bachelor degree

EXPERIENCE: 3+ years' experience in administration or executive office management.

PERFORMANCE: Excellent or Very Good

LANGUAGE: Bilingual – Arabic, English

BEHAVIOR: Cooperative and enthusiast

APPEARANCE: Neat & Professional

PERSONALITY: Honest, courteous and proactive

