

SAFAA

MOHAMMED

**Address:**

Baghdad – Palestine St.

Phone:

+964 7730 209 425

Email:

safaa.mohammed @toplogic.info

LinkedIn:

[linkedin.com/in/safaa-mohammed](https://www.linkedin.com/in/safaa-mohammed)

Languages

English – C2

Arabic – A1

Hobbies

- Shopping
- Makeup
- Photography
- Design

Summary

I am an experienced and proactive Office Manager with a proven ability to take charge and run the office alongside other senior staff members. I have a strong managerial background with experience of supporting and mentoring staff.

Skill Highlights

- Project management
- Strong decision maker
- Problem solver
- Presentations Skills
- Creative design
- Innovative
- Service-focused
- Multitasking

Experience

Company Name: TopLogic Events

Office Manager - 2018 to 2020

Responsible for providing a full administrative support and service to the Company. Responsible for ensuring the smooth running of the division and the personnel requirements.

- Provides a full administrative support service to the department, team or entire office
- Manages operations and office procedures, filing systems etc.
- Arranges complex travel and booking flights as required
- Ensures stationery supplies are maintained and ordered in a timely manner
- Management of diaries and arranging meetings as required
- Planning and organising team meetings, events, and conferences
- Keeping track of project tasks, timelines, budgets and resources
- Keeping project managers and senior managers informed and updated on events progress and issues
- Managing holiday and sickness records for the team.
- Record, process and monitor all department budgets and invoices
- Recording and reporting on the teams holidays and sickness
- Liaise and manage vendors and suppliers

Company Name: Dhifaf Baghdad cosmetic co.

Cosmetic Sales Manager / Trainer - 2015 to 2018

- Build & maintain strong vendor relationships to maximize business results
- Set and achieve personal sales goals while supporting the goals of the team
- Consistently seek new trend and product knowledge to act as an expert for the customer
- Competitive drive and entrepreneurial confidence to succeed in a commission-based environment
- Work as a team player to ensure each customer receives the best service
- Work as a team player to ensure each customer receives the best service possible Build and maintain strong vendor relationships to maximize business results
- Build great relationships with customers and co-workers through stellar communication and follow-through

Company Name: Istanbul Real estate

Sales representative - 2014

- Manage development of new assets from start to finish from planning and permitting through vendor negotiations, construction and final approvals
- Field incoming questions and complaints from landlords and property owners and route to correct person or department
- Acts a key resource on training, process and practices for new partners within the region
- Functions as a key contact for information gathering and distribution to and from brokers, consultants and various other external and internal partners
- Responsibilities and essential job functions include but are not limited to the following
- Has a cooperative and professional manner when meeting both internal and external customers and vendors face to face
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Company Name: Al Wfid Travel & tourism

Ticketing and booking - 2014

- Prepare communications and attractive, clear and insightful presentations to clients in PPT format
- Assists in the marketing of the center to tenants as well as customers with the expectation of improving guests and tenant's perception of the center
- Provides support and assistance to co-workers and to other departments as requested by supervisor; participates in team meetings and efforts to implement the center's projects and achieve the center's goals
- Ticketing and booking

Certifications & Training

- Communication Skills
- Computer and MS Office
- Management Skills
- Sales & Marketing
- Administration and Office Management

Skills

- Microsoft Office Suite
- Scheduling
- Inventory management
- Budgeting
- Reporting
- Records management
- Mail handling
- Responsibility
- Organization
- Reliability
- Communication
- Time management
- Teamwork
- Empathy
- Positivity
- Flexibility
- Critical Thinking
- Attention to Detail
- Emotional Intelligence
- Archive & Administrative
- Human Resources
- Beauty and Makeup

Other Jobs Held

Real estate Company

Travel and tourism company

General contracting and trading

Personal profile

A highly organized and proactive professional Office Manager with 10 years of experience. Excellent administrative skills and knowledge to ensure an effective and efficient running office. A self-motivated and ambitious individual now seeking out the next challenging office management role with staff responsibility. Can work confidentially with professionalism and Integrity.