

## Hiba Talal Khalid -cv

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### **SKILLS:**

- 1.Office management included secretary work.
- 2.Professional in wrote of standard operation procedures and forms according to ISO standard 10013/9001
- 3.Follow up accounting business in retail hyper market.

### **Work Experience :**

- 1.TARIK AL RAEDA CO. For general contracting and generator trade.

Accounting and assistant warehouse administrator

- 2.Terre des homes organization for children .

Management of Baghdad Branch Office ,correspondence and file translation in both Arabic and English .

- 3.Middle East Bank for investment.

Assistant executive account ,work on LC Dept.

- 4.Baghdad company for gas turbine .

Executive accounting officer for Baghdad main branch office ,working on all branch employee salaries.

### **EDUCATION:**

B.A IN English Literature-collage of ARTS /Al Mustansiriya 2008-2009.

Training Courses:

1. A course in banking documentary credits 2011/Middle east bank
2. A course of the conversation in English /global institute /green zone.
3. A curse in the origins and principles of the English language /global institute ./green zone
4. ISO (9001) internal auditing course –SGS /Erbil 2013.

**About Me :**



1.Born :1987,single

2.Arabic my native language, English spoke and write good.

3. Hard worker ,active ,good relation with other,developer

Good thinking ,well organized ,cooperative and good communication

4. Have a good relation with using of computer software.

**OBJECTIVE:**

am looking for job position in national/ multinational company where I can use my experience, academic back ground and interpersonal skills in administration, management, accounting and customer service.

Kindly ask you to consider me as a candidate for any vacancy matching and suitable for my above C.V.

Will be looking forward to your reply.

Thanks in advance,