

PERSONAL INFORMATION

Name Zeena Sarmad
Date and Place of Birth March - 1993 - Baghdad
Marital Status single
Nationality Iraqi
Mobile 00964 7709656019
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EDUCATION AND RELEVANT TRAINING

Institute	Certification
Middel Technical University - Baghdad - 2015	B.Sc. In Surveying Engineering (Surveyor Engineer)
BLC (British Language Center) Iraq - 2018	Studying English Language (Advanced Level)
The National Center for Administrative Development and Informtion Technology- 2018	Processing Excal Tables (Excel -2013) (Advanced Level)

LANGUAGE SKILLS

Language	Reading	Speaking	Writing
Arabic (Native Language)	Excellent	Excellent	Excellent
English	Very Good	Very Good	Very Good

PERSONAL SKILLS

- ▲ Good knowledge of Microsoft office applications(Word, Excel, Access, Outlook ,PowerPoint, Project "MS project")
- ▲ Great computer skills In ERP System , AutoCAD Land Desktop, AutoCAD, Adobe Photoshop, Adobe Illustrator, Adobe Premiere, WordPress System, ArcMap, Erdas imagine, visual basic, Matlab.
- ▲ Ability to work on Total station, Theodolite, Gps, level.
- ▲ Build and maintain professional relationships.
- ▲ Proactive and fast learner.
- ▲ Experience working with people from different backgrounds.
- ▲ Ability to work independently or as part of a team.
- ▲ To administer and execute administrative processes.
- ▲ Flexible and able to handle pressure well.
- ▲ Time management.

WORK EXPERIENCE

Company Name	Work Position	Duties
Moonline Travel & Trade Ltd.	Digital Markiting 2019	_Planning digital marketing campaigns, including web, E-mails & _Maintaining the social media presence across all digital channels _Measuring and reporting on the performance of all digital marketing

WORK EXPERIENCE

Company Name	Work Position	Duties
Himalayas Enterprises Limited - British Company	HR Associate 2018	_working on ERP System (Enterprise Resource Planning) _Preparing or updating employment records related to hiring, transferring, promoting, and _Explaining human resources policies, procedures, laws, and standards to new and existing _Informing job applicants of job duties, responsibilities, benefits, working conditions, promotion
Himalayas Enterprises Limited - British Company	Associate Manager 2018	_Work on issuing collector electronic card using Guardcard program _ Follow up with customers and respond to their inquiries and solve the problems they face
Himalayas Enterprises Limited - British Company	Administrative & Digital Marketing 2017	_In charge of companies registration _Follow up & daily communication with the other companies. _Follow up & manage company's website using WordPress. _Manage different social media platforms (Facebook, Instagram, and LinkedIn).
AL-Turath AL-Areeq for General Contracts Ltd. Baghdad	Associate Engineer 2016	_In charge of all the incoming and outgoing e-mails. _Making tenders (supply goods and services).