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Walaa Abdul Salam Ahmed

Objective:

- Seeking a position where I will be able to meet customer needs in a flexible and Expert manner.
- Highly motivated to work within a team adding creative value.
- Excellent communicator with a strong ethic, dedicated to building and strengthening relationships with clients, colleagues, candidates and management

Personal Information:

- Marital status: Single
- Nationality : Iraq
- Date of birth: 16/06/ 1988

Education:

BSc. Accounting Department 2010

Languages:

- Arabic - mother tongue
- English – good

Skills

- Communication
- Computer skills
- Customer service
- Marketing
- Management skills
- Accounting system (Ameen, Ameer, Bayan)
- Human resources system (EPR, Menaitech, Zena HR)

Work Experiences:

Bahrani group co. (Dec 2017-Oct 2020)

Human resources manager

- Supervising day-to-day operations of the administrative department and staff members. Develops policy and directs and coordinates human resources activities, such as employment, compensation, labor relations, benefits, training, and employee services by performing the following duties

Baldawi group co. for trading (Dec 2014-Dec 2016)

Document controller

- Responsibilities include typing contracts, archiving files and ensuring all team members have access to necessary documentation, Copy, scan and store documents Check for accuracy and edit files copies internal teams group

Petromin for trading & engineering consultancy (Dec2013-Dec 2014)

- Human resources coordinator

Responsible for recruiting, screening, interviewing and placing workers. Also handle employee relations, payroll, benefits, and training. Human resources

Al-Jamil for general constructing co. (Dec 2011-Dec2013)

- Back Office Executive

Have support responsibilities and handle functions that help the front office work well. Consumer trends, and handling accounting and finance tasks. Provide administrative and managerial support for the staff working in the front office of a company i perform key administrative duties, managers plan,

International Al Handhal group co. (July2010-Aug2011)

- Data entry clerk

Maintains database by entering new and updated customer and account information. Prepares source data for computer entry by compiling and sorting information. Establishes entry priorities. Rechecks customer and account source documents by reviewing data for deficiencies. Resolves deficiencies by using standard procedures or returning incomplete documents to the team leader for resolution

- **REFERENCES WILL BE PROVIDED UPON REQUEST.**