



HALA MUDHAFAR

PROFILE

Full Name: Hala Mudhafar Ahmed

Birth: 1991/1/14

Language: (Arabic-Native) , English

Nationality: Iraqi

CONTACT

LOCATION: Jihad,Baghdad,Iraq

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SKILLS

- Ability to work under pressure
- Decision Making.
- Time Management .
- Loyal and discreet(maintain confidentiality)
- written and verbal communication.
- Computer and Internet Skills .
- Advanced knowledge of MS office .

TRAINING SESSION & CERTIFICATES

- IC3 certificate for computer skill and Microsoft office .
- Skills English Language certificate
- Photoshop certificate .
- Mailing

EDUCATION:

2008-2012 University of Baghdad, College of political science

WORK EXPERIENCE:

- ❖ **2/2020 – 5/2021 (Administrative officer)**
Almurbat for general trading & contracting LTD

Job description:

- Look for tenders online .
- Prepare administrative analysis for tenders .
- Administrative audit offers .
- Prepare offers and submit it (electronically or by hand) .
- Follow up with commercial ,engineering, and finance department .
- Follow up on offers status with clients .
- Receive awarded offers and send it to contract management
- Coordinate with the company's department and clients .
- Represent the company with the clients .
- Documenting and archiving .
- Prepare monthly and weekly reports .
- Provide administrative support.

- ❖ **2014 – 2017 Administrative, the Iraqi company for machinery and equipment services (IRATRAC)**

Job description:

- Writing, revising and following up the contracts.
- Perform a variety of administrative tasks, including managing emails and scheduling data.
- Maintain diary, arrange meetings and appointments and provide reminders.