

Shahad Ali

Baghdad-Iraq

Date of Birth: 1/21/1994

Marital Status: Single

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COMPUTER SKILLS

Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft, Internet service, Windows XP and Microsoft Office XP Professional, Matlab.

OBJECTIVE

"I can work independently using my own initiative or as part of a team".

WORK EXPERIENCE

- ❖ Administrative Assistant (Aug. 2018 – Present)
International Private School
- ❖ Volunteer (Aug. 2018 – Present)
UNICEF – Friends of UNICEF
- ❖ Marketing and Sales Specialist (May 2017 – Sep. 2017)
ALENMAA Company for General Trading
- ❖ Researcher (Oct. 2016 – Jun. 2017)
Baghdad University
- ❖ Volunteer (Jul. 2014 – Sep. 2014)
Together to Protect Human and the Environment Association
- ❖ Engineering Trainee (May 2014 – Jul. 2014)
Alrasheed Company

EDUCATION

- ❖ Master in Environmental Engineering (Sep 2015 – Nov 2017)
Baghdad University
- ❖ Bachelor in Civil and ENV. ENG. (Nov 2011 - Jul 2015)
Baghdad University

PROFESSIONAL SKILLS

- ❖ Performed general office duties and administrative tasks.
- ❖ Planning and management.
- ❖ Managed the internal and external mail functions.
- ❖ Data analysis.
- ❖ Design and detail oriented.
- ❖ Customer Service.
- ❖ Report writing skills.
- ❖ Construction development.
- ❖ Wastewater treatment systems.
- ❖ Ground water investigations.
- ❖ Industrial and municipal facilities.
- ❖ Risk assessment.
- ❖ Environmental and safety auditing.
- ❖ Works under pressure.

CERTIFICATION

- ❖ Training and consulting certificate.
- ❖ Business communications.
- ❖ Sales and marketing for online business.
- ❖ Database design and management.
- ❖ Microsoft office 2010.
- ❖ Project management.
- ❖ A certificate of participation in the conference of chemical engineering, oil and environment engineering at ministry of science and technology.
- ❖ A certificate of participation in the conference of higher studies in college of engineering at Baghdad University.
- ❖ A certificate of participation in the publication of scientific research in Journal of General Secretary of Arab Engineering Colleges Society Association of Arab Universities Union (AARU).

LANGUAGE

Very good level in English language in both speaking and writing