

QUDS HAJI GANAMA

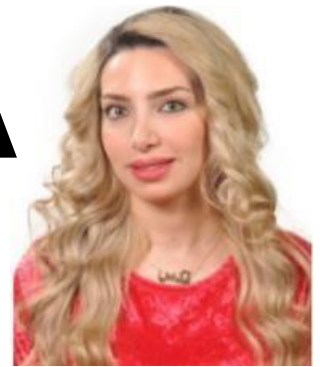
Qudskamana@gmail.com

Iraq-Sulymania

Syria Birth: 26/8/1989

Nationality: Syrian

07713144904



OBJECTIVES

Organized, confident, energetic, attentive, detail-oriented, team player, communication professional, with skills and great experience in office management and administration, social media, marketing, event management.

EDUCATION

Aleppo University - Syria

2013 faculty of Economic – Bachelor Degree

Engineering Technical Institute in Dir-Alzor

2007 Engineer Assistant - Diploma

Experience

Holiday Baghdad – Iraqi Air Ways, Travel and Tourism Agency - Baghdad

Supervisor of Tourism groups – 2018

Alnasir Air Ways – Baghdad

Cabin Crew - 2017

SEIF AL DEEN EST | Damascus -Syria

General Manager Assistant Jan 2015 – 2016

Dijla radio station –iraq-sulimanya

Marketing –Nov-2018

- Devising and maintaining office systems, including data management and filing
- Arranging travel, visas and accommodation and, occasionally, traveling with the manager to take notes or dictation at meetings or to provide general assistance during presentations
- Screening phone calls, inquiries and requests, and handling them when appropriate;
- Meeting and greeting visitors at all levels of seniority
- Organizing and maintaining diaries and making appointments
- Dealing with incoming email, faxes and post, often corresponding on behalf of the manager
- Producing documents, briefing papers, reports and presentations
- Organizing and attending meetings and ensuring the manager is well prepared for meetings
- Liaising with clients, suppliers and other staff
- Working with social media ,advertisement, radio & TV presenter, model and Face for an ad.

SKILLS

Energetic personality praised for my upbeat and positive attitude.

Adaptable, positive, and open to new ideas.

Responsible contributor committed to excellence and success.

A loyal employee with an excellent work record.

Microsoft Office Package, Photoshop

LANGUAGES

- Arabic: Mother Tongue
- English: Good, Reading, Speaking and writing