

Zainab Ali



About me:

18\7\1990

Female

Single

CONTACT

Address:

Baghdad -Al Rusafa

Phone:

+9647715165495

Email:

zainabali212@gmail.com

LANGUAGES

Arabic-native

English - basic

WORK EXPERIENCE

Taxi Baghdad – Baghdad international airport

Administrative(2 years)

- 2 years as administrative with 2 days shift in costumer service by phone and email
- Reservations on (Bayan finance system)
- Finance reports by excel sheet
- Manage office
- Responsible for staff time with reports

Uruk pak

Administrative (5 months)

Responsibilities:

- Manage Baghdad office
- All communications and social media accounts

Indian Hospital

Costumer service (1 year)

Responsibilities:

- Manage costumers by prepare visa &travel tickets to send patients to India with Indian embassy in Iraq-Baghdad
- Responsible on social media accounts

EDUCATION

Bachelor Degree of business administration, Al Rafidain University - Baghdad

ADDITIONAL SKILLS

- Microsoft office
- Social media
- Communication
- Finance
- Costumer service
- Team work
- Digital printing
- Scan
- Reports
- Multi-task
- Deal with deadlines
- Filling & archive documents
- Bayan finance system