

MARIAM MUSTAFA

Address:

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Summary Dedicate, energetic and motivated team player seeking an opportunity to make use of my interpersonal skills to achieve goals of an association that focuses on customer satisfaction and customer experience.

Skill Highlights

- Computer skills: Microsoft office (MS Outlook, MS Word, MS Excel, MS Power point), Al Khazin accounting program.
- Interpersonal Skills: Communication skills, easily adapt to new situations, fast learner, ability to work in a team or individually, ability to work under pressure.

Experience

Translator / Administrative 04 /2021 - current

TEK IMAS MEDICAL, Baghdad

Duties

- Performed various translation and interpretation duties from Arabic into English and vice versa, including written texts, localization, audio files, and live speaking presentations.
- Arranged concurrent translation during corporate meetings to allow Arabic audience members to take part in English-language events.
- Translated text projects, including Business documents, website content, news articles, and corporate reports.
- Upheld strict confidentiality policy when translating personal and diplomatic materials.
- Provided interpretation and transcription services as needed by corporate clients.

Sales Engineer / Administrative 10 /2020 - current

IRAQ TECHNICAL SUPPORT, Baghdad

Duties

- Managing and interpreting customer requirements
- Persuading clients that a product or service will best satisfy their needs.
- Calculating client quotations
- Negotiating tender and contract terms
- Negotiating and closing sales by agreeing terms and conditions
- Administering client accounts
- Preparing sales invoices
- Financial and managerial administration.
- Commercial correspondence with international companies

Education

Bachelor of Engineering: **Chemical Engineering** 2019-2020

Baghdad University, Baghdad

Languages

English – Fluent

Arabic – Native language

REFERENCES

REFERENCES AND CERTIFICATES ARE AVAILABLE UPON REQUEST