



ATHBA AWADH MOHAMED

| TRANSLATION | SECRETARY | Human Resources



OBJECTIVE

I am Self-motivated , ambition and eager to learn . I am responsible with strong communication skills and work ethics besides being creative, Good coordination with the partners focused and highly determined, My background and growing up experience has given me a deep insight in the culture and society together with a wider scope in this field.

PERSONAL INFORMATION

Name: **Athba Awadh Mohamed**

Nationality: Iraqi

Date of Birth: 1990/06/16

Place of birth: Baghdad

Gender: Female

Social Status: Single

EDUCATION

• 2012 - 2013 | **AL-MUSTANSYRIA UNIVERSITY**

B.Sc. Degree in Translation
College of Arts

• 2015 | **LINGUAPHONE INSTITUTE**

• 2017 | **THE IDENTITY OF THE IRAQI TRANSLATORS ASSOCIATION**
Certification of preparation of examination of TOEFL & GRE

LANGUAGES

Arabic: Native

English: Excellent

French: Basic

Turkish: Basic

CONTACT INFO

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WORK EXPERIENCE

2013 - 2014 | **ENGLISH TEACHER**

Al-Mawadah secondary school

FRENCH TEACHER

NDS

DEPUTY DIRECTOR OF STUDENTS AFFAIRS

Al-Mawadah Secondary School

EMPLOYEE WITH GBV TEAM

Women Empowerment Organization

(WEO) : works with my team to prevent and respond to GBV and provides survivors of GBV with social and psychological counseling.

EMPLOYEE

Organization of women freedom in Iraq (OWFI)

Prepare statistics and reports on the deaths of women who were killed by their closest men, such as the husband, former husband, father, brother, partner or fiancé or a case study by team doctors ,

EMPLOYEE

Baghdad Women Organization (BWO)

coordinator of Women Empowerment Workshop, which discussed topics (social roles, self-affirmation, self-confidence) specially in the liberated Governorates (Mousel , Anbar) after ISIS , In addition to the field work in the camps for these areas.

SECRETARY

Armada company for oil production in Jordan

Manage & follow up all administrator activity specially with Baghdad Branch, Prepare correspondence e-mail , collect data & information then arrange it in report periodic updated.

TRANSLATOR

TEDxBaghdad

Immediate translation for VIP Specially in the annual conference.

VOLUNTEER COORDINATOR

TEDxBaghdad

Receiving request & problem, Mails, Prepare and send daily , monthly reports for the work progress , Prepare & manage other correspondence reports and documents.

2017 | **ISSUING OFFICER OF INSURANCE POLICY**

Shatt Al-Arab Insurance Company (SAIC)

2018 | **REINSURANCE OFFICER**

Shatt Al-Arab Insurance Company (SAIC)

2018 | **ANTI-MONEY LAUNDERING OFFICER**

Shatt Al-Arab Insurance Company (SAIC)

2018 | **SECRETARY OF GENERAL MANAGER & HR**

Shatt Al-Arab Insurance Company (SAIC)

MERCY HANDS FOR HUMANITARIAN AID

made database with coordination team to help displaced people , schedule their information and packages, write full-reports with each project.

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2018 | **Executive SECRETARY & HR OF GENERAL MANAGER / British Systematic Consulting development, BSCD**

2018 | **Administration Officer & HR of Al-TAIF Electronic Shopping Company, one of AL-TAIF group company, (E-TAIF)**

2019 | **Manger of Al-TAIF Electronic Shopping Company, (E-TAIF).**

018- 2019 | **Administration Officer / MASS ENERGY GROUP HOLIDING**

2019 | **Executive SECRETARY & HR of ALJUMAIRAH for General Contracting Co.**

2019 | **Executive SECRETARY & HR of ALJUMAIRAH for Oil Services Co.**

VOLUNTEER WORK

2011 – 2013 | **I CARE (IRAQI CHILDREN AIDS)**

2013 | **I WAS HERE (FOR CHARITY)**

2012 - 2013 | **AL-TAWYNIA**

ORGANIZATION FOR CHARITY

COORDINATOR IN TEDX WOMAN

BAGHDAD COORDINATOR IN BWO

Empowerment of women against violence after ISIS (in Anbar , Mousl).

CERTIFICATE OF APPRECIATION

2013 | **PARTICIPANT IN THE ANNUAL ART EXHIBITION OF AL-MUSTANSYRIA UNIVERSITY / Painting on Glass**

2016 | **ADMINISTRATION OF AL-MAWADAH SECONDARY SCHOOL AS DEPUTY**

2016 | **PARTICIPANT IN THE FESTIVAL OF BROTHERS MEETING FOR CRAFT AND FOLK ART**

2017 | **PARTICIPANT IN THE FESTIVAL OF BROTHERS MEETING FOR CRAFT AND FOLK ART**

2018 | **PARTICIPANT IN MEDICAL INSURANCE COURSE IN DEWAN TAAMEN**

2018 | Participant in **ANTI-MONEY LAUNDERING COURSE** TAIF company for transfer money

2018 | Training Course: Dealing with Electronic WEB Type Dynamic **ALSCO** Company for Software Engineering and Information Technology.

2018 | Training Course: **Management Professional Projects (PMP)** – Engineering Union

2018 | Training Course: **Management Professional Projects (PMP)** - British Systematic Consulting development, BSCD

2018 | Training Course: **Time Management** - British Systematic Consulting development, BSCD

2018 | Training Course: **Office Management** - British Systematic Consulting development, BSCD

2018 | Participant in **TEDx Baghdad** (Technology Entertainment Design)

COMPUTER SKILLS

