

# **ZAHRAA F. YASSER**

**(Interpreter)**

## **CONTACT**

**Address:**  
Baghdad-Iraq

**Date of Birth:**  
Feb/1994

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## **Languages**

English  
Arabic

## **EXPERIENCE**

- Interpreter and Political analyst for AL- AHD TV.
- Interpreter at Plata-Lia Italian Company.
- Secretary and translator with Iraqi Karate Federation of the Iraqi Olympic Committee.
- Translator, secretary and sales representative, Baghdad Exhibition and Convention Company.
- English language teacher at Al-Hakim high school.
- I had my own institution for teaching English at all levels and teaching computer courses.

## **EDUCATION**

- Graduate of the Iraqi University College of Education for Girls English Department.
- First year master student at Baghdad University Faculty of Education English Literature Department.

## **ACCOMPLISHMENT AND CERTIFICATES**

- Certificate of proficiency in English with very good grade
- Certificate of Qualification in Computer with Honors.
- I have an online degree from Allison American Institute of Business management
- Online degree from (Edraq institution) in leadership and management.

## **SUMMARY**

- Answer and direct phone calls.
- Organize and schedule appointments.
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports.
- Update and maintain office policies and procedures.
- Order office supplies and research new deals and suppliers.
- Book travel arrangements.
- Submit and reconcile expense reports.
- Provide general support to visitors.
- Senior administrative assistants to handle requests and queries from senior managers.