

Name: Lina Laith
Date of Birth: 05/12/1991
Nationality: Iraqi – British
Address: Baghdad - Al-saydah
Mobile: 07727817919
Email: linalaith9@gmail.com



Personal Profile

I am a dedicated, organized and methodical individual. I have good interpersonal skills and I am an excellent team worker but can also work along using my own initiative. I am keen and very willing to learn and develop new skills as well as use my existing skills in new situations to allow for developments to be made. I am very reliable and dependable and often seek new responsibilities within a wide range of employment areas to allow me to advance my skills and knowledge. I am willing to undertake any training on offer to make me a better candidate for the job in which I am applying and always give 100% to any task given to do as I feel it's a reflection on me to give my best in my place of work. If given the chance I feel I could prove an asset for any company that chooses to employ me.

Key Skills

- Excellent in all Microsoft office (outlook, word, excel and powerpoint)
- Excellent in English (speaking, writing and reading)
- Excellent eye for detail
- Excellent attendance and punctuality

Employment History

Assistant Office Manager **Al_Latakia company for general contracting Ltd** **2014 –2015**
Tasks included:

- prepares offers and report
- commercial correspondence (outlook)
- Making appointments between the manager and the customers.

Assistant Chief Executive Officer & Administrator **Iraq Aviation Academy** **2015 –2019**
Duties included:

- Responsible for financial and accountant information and update them constantly.
- Signing up new customers and perspective students to the aviation courses we offered.
- Opening any mail and making sure that it was directed and delivered to the correct departments.
- Managed the marketing and Facebook page of the academy.
- Dealing with any complaints and queries that came into the organisations and making sure they were dealt with quickly and efficiently as possible.
- Typing up any correspondence that was dictated to be sent out to customers and students.
- Filing all the papers away in the correct places so that they can be found easily at a later date.
- General duties of an Administrator

Education / Training

University of Technology (Baghdad) **2014**
 Bachelor of Material Sciences
The Language Gallery Manchester / United Kingdom **2017**
 General English Language
Knauf Systems incorporated (Baghdad) **2015**
 Knauf Systems: W11 -W62: Dry wall / D11: suspended ceilings.
AutoCAD2D: **2015**
 University of Technology
Global Institute Of Baghdad **2015**
 Certificate of Achievement in English

