**Curriculum Vitae**

**Full name:** Sheelan talaat

**Surname:** Al-Talabani

**Date of birth** 2/4/1982

**Sex:** FeMale Marital status: Single

**Languages:** Arabic and English

**English:** speaking, reading and writing (Good).

**Arabic:** speaking, reading and writing (Excellent)

**Address:** SULYMANIA

**Cell phone:** (+9647711166456)

**E-mail:** sheelan.altalabani@yahoo.com

**Education**:College of Management and Economics Business Adminstration

DIPLOMA in BANK Department Baghdad-Iraq

**Skills:**

1- Good dealing with Microsoft Office .

2- Using copy devices and office equipments efficiently

3- Good knowledge in banking science such as letter of credit.

Experience:

I am working at the Trade Bank of Iraq (TBI) since the 2008.

YEAR at SECRETARY

SEVEN YEARs till now at the Letter of Credit department and have a very good experience.

**COURSE:**

1-COURSE in UCP 600 (ICC Uniform Customs and Practice for Documentary 2007 revision)

Beirut .

2- COURSE in Italy /Roma CONCERNING OPERATION BANK

3-COURSE IN UAE /DUBAI CONCERNING OPERATION BANK IN STANDER

CHARTER .