**Hassan Othman Hassan Saeed**



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**B. Sc. In Software Engineering at Al-Mansour University Collage (2007-2011)**

**Language proficiency:**

* Arabic
* Good command over English (level 4)

**Computer Skills:**

# Experienced in using PC and windows environment.

# Office applications (MS word, MS excel, MS PowerPoint, MS outlook).

# Internet, blogging, browsing and E-mail literacy.

# Hardware and software troubleshooting.

- Trained by ministry of labor and social affairs.

**Work experiences:**

# 2011-2012: EarthLink for internet services (ISP).

# 2011-2014: Al-Tawq Co. for trading & general transportation (manager/evening shift).

I was an administrative manager responsible for the whole workflow remotely depending on the reports and connections with each employee to achieve the best and precise result of work. Also responsible for linking the head branch with other branches located on many Iraqi provinces to gather the outcome and present it to the head manager.

# 2012-2016: Asia Cell Co. for communication (agent at customer care dep.).

I was working at customer service department and I was responsible for solving and following up all the complains recorded by the customer to fix it up in a shortest period of time.

# 2016-2018: EasyThai Co. for travel and tourism (manager/Thailand).

# Tour coordination.

# Financial dealings.

# Linking with other offices.

# making hotels, cars and other attractions contracts.

# Workflow observation.

# 2018:TAXI BAGHDAD Project for passengers transportation (Baghdad int. airport).

I'm working as an accountant at the project which is using special software called (ALBAYAN) and also I have many other duties like:

# managing the workflow through the ALBAYAN system.

# calculating and checking the revenues amount of the previous day.

# following up the staff problems which is relating to the finance department.