* **Curriculum Vitae** **Amna Naji Abd-Aljaleel**

**Professional Skills:** management, planning and logistical skills, which combine with my pragmatic work style and ability to motivate others, to consistently produce the highest quality results, I perform my job in a professional, courteous, impartial, responsive, and cooperative manner.

**Personal Information’s:**

Full Name : Amna Naji Abd-Aljaleel

Contact No. : +9647826294978

E-mail : Creay1994@gmail.com

Date of Birth : 14\1\1997

Nationality: Iraqi

Address : Baghdad \ Iraq

**Education**: Diploma. Institute of Arts \ Decorating and Architectural Design ,

**Languages Skills:**

Arabic - Native tongue

English - Very Good communication.

**Computer Skills:**

* Advanced user of different Software's of Microsoft office 2013 ( Word, Excel , Power point&outlook).
* AutoCAD 2D – 2014

**Work Experience :**

* Worked as Lecturer in a primary and secondary school in Baghdad
* Worked in a Kindergarten in Baghdad \ Al-Mansour  Worked as a Outreach Worker in a local Organization  Worked as a volunteer in IR Organization .and I worked in the Iraqi\_korean champer of Commerce for one month

**Technical Skills & Training Courses**:

* Microsoft Office Programs ( Word , Excel , …. )
* Good Reporting Skills & Communicating Skills
* Ability to travel from Baghdad to Al-Anbar Different Areas .
* Fast in Data entry
* Autocad and Revit Designing Programs ( Trainning Course at the Ministry of Construction and Housing )