omaima dheyab hussein

**Personal Information**

Baghdad , Al-Saidiya

Phone number : 07730006421

E-mail : [Omaima.d.hussein@gmail.com](mailto:Omaima.d.hussein@gmail.com)

Age : 26-7-1996

**Education**

Bachelor’s Degree in biology from University Of Baghdad

**Skills**

* Arabic – Mother language
* English – Very good
* Strong verbal communication
* Data entry
* Extremely organized
* Interpersonal and written communication
* Skilled in microsoft office

**Professional Summary**

Competent administrative professional supporting the underwriting process with effective document evaluation, report writing and file management skills. Proficient in issuing quotes, gathering details and reviewing renewal requests.