**Personal Information**

* Name: Sarah Sameer Khadayer
* Address: Baghdad – Hay ELjihad
* Mobile: 07804173095
* Email: [Sar.ham.k91@gmail.com](mailto:Sar.ham.k91@gmail.com)

**Skills and Qualifications:**

* Excellent communication skills.
* Excellent tabulation skills.
* Excellent administrative skills.

**Computer Skills:**

* Excellent using Microsoft windows: XP, Vista, Win7, Win8.
* Excellent using Microsoft office package: Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Access, Microsoft Outlook.

**Education**

Al-Mansour University - BSc. In Communication engineering

Starting date: 2009

Graduation date: 2013

**Relevant Experience**

Administrator at Ikram Al-Haq office for Solicitor & Ownership- (3 Years and 2 Months).

**Achievements**

* Pass two levels from CISCO (CCNA1 & CCNA2).

**Languages**

* Arabic (Native).
* English (Good).