**Curriculum Vitae (C.V.)**

Personal information

****

**Name:** Reem Hatem Obaid

**Phone number:** 07519499368

**E-mail:** [reem.h.obaid@gmail.com](mailto:reem.h.obaid@gmail.com)

**Currently address:** Baghdad \ aldoora

# Educational Information

Bachelor’s Degree in Electrical and Electronic Engineering.

2017-2018

University of Technology.

# Experience

Job title: Projects Manager Assistant.

Responsibilities:

* Coordinate the manager’s dates.
* Create schedules.
* Correspondence.
* Create Word and Excel sheets.

**Computer skills**

* Microsoft Office (Outlook, Word, Excel, PowerPoint)

# Hard skills (Courses and certificates)

* Soft skills training certificate from QI card.
* Basic knowledge course in HR from Edraak website.
* Course Certificate English Conversational Skills from Edraak website online signed by British council.
* Marketing course held at university of technology at 22/12/2016.
* Two months training at Al-Rasheed Gas Plant as a field service engineer.
* Digital marketing course from google skills with certificate
* Implement smart charger using microcontroller.

# Soft skills

• Ability to learn fast in any mission

• Time Management - Managing one's own time and the time of others

• Professional communication skills both written and oral

• Management of Personnel Resources - Motivating, developing, identifying the best associate for job needs

• Persuasion - Persuading team members to change their minds or behavior and Negotiation – team building

• Ability to work in a fast-paced environment to set deadlines

• Excellent oral and written correspondence with an exceptional attention to detail

• Highly organized with a creative flair for project work

• Ability to work in a multi-cultural environment

• Ability to work under pressure and with limited supervision in a challenging environment

# Languages

|  |  |  |  |
| --- | --- | --- | --- |
|  | Read | Write | Speak |
| Arabic | Native tongue | | |
| English | Good | Good | Good |