***c.v***

* **Name :**
* Hala Mudhafar Ahmed Tawfeeq
* **Adress:**
* Baghdad - Jihad
* **Date of Birth:**
* 14/January/1991
* **Contact information :**
* Mobile Phone 07713983413
* E-Mail [hala.mudhafa91@gmail.com](mailto:hala.mudhafa91@gmail.com)
* **Education:**

2008-2012 University of Baghdad, College of political science.

* **Language:**
* Arabic - Native
* English – Intermediate
* **Experiences:**

**2014 – 2017** Administrative, the Iraqi company for machinery and equipment services (IRATRAC)

Job description:

* Writing, revising and following up the contracts.
* Perform a variety of administrative tasks, including managing emails and scheduling data.
* Maintain diary, arrange meetings and appointments and provide reminders.
* **Training Session & The Abilities :**
* ic3 certificate for computer skills and Microsoft office .
* Skills English Language certificate.
* Mailing.
* **Skills**

- Ability to Work under Pressure.

- Decision Making.

- Time management.

- Loyal and discreet (maintain confidentiality).

- Written and Verbal Communication.

- Computer and Internet Skills.

- Advanced knowledge of MS office.