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| **Aws Mazin Abdulelah** **Address : Baghdad / Alyarmuk - Phone : 07700255859 – 07805908070**  **Email :** [**awsmazinalani@gmail.com**](mailto:awsmazinalani@gmail.com) |
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# Experience

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| Dates From 10/08/2017– 1/1/2018sales Employee, Global for Technology / Huawei **I worked as a sales employee at Global for technology (Huawei), I used Excel to send and**  **receive data, make schedules for telephone prices and percentage of sales daily, weekly and**  **monthly, and I was good at dealing with customers and how to convince the customer with**  **the product. This has a high sales rate as a novice employee And make me the center of trust**  **in the company.** |
| Dates from 20/2/2018 ــ 20/4/2018Data ENTRY, Zain Iq **I worked at Zain Telecom as a data entry by checking contracts and modifying them if there**  **was a mistake or missing documents and I was finishing 1000 contracts a day instead of 600**  **which is the number I am required to achieve** |
| Dates from 02/09/2018 Till nowHR OFFICER, METTCO (Middle East Technique Telecommunications Company) **• Visit the Retirement and Social Security Service and pay monthly contributions and complete all transactions of the company as soon as possible.**  **• Book tickets after obtaining full approvals.**  **• Responsible for requesting and verifying monthly attendance and absence reports and sending e-mail to department managers in the event of any defect in the presence of staff.**  **• Responsible for the files of all employees in terms of updating the information or creating a new employee's apartment.**  **• Responsible for printing all the books of the department.**  **• Send and follow up a copy of the books that need to be signed by the directors.**  **• Responsible for updating business listings, such as the company's phone numbers list.**  **• Send staff information for the purpose of issuing a massage.**  **• Review the invoices for the section and send them to the Accounts section for payment purposes.**  **• Next job for new employee**  **-Printing of the contract and all papers required for appointment.**  **-Select a phone number**  **-Request from the IT department to create an email for it**  **-Send his information to the Human Resources section in Kuwait for issuance of an introductory bag**  **-Issuance of an account letter entitled to the Bank of Baghdad** |
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# Education

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| **2005 – 2008** **Elementary School** **2008-2012**  **ALMAAMON HIGH SCHOOL**  **2013-2017**  **Baghdad Collage For Economic Science University Department Of Computer Science** |

# Skills

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| * **Platforms :** **Mac OS X Leopard, Windows XP/Vista/ 7 / 8/ 10** * **Applications : Microsoft Word, Excel , Power point , Access , Adobe Photoshop** * **Programming Language : C++ , C Sharp , PHP , Java , Html , Visual Basic , SQL , Windows server** * **Language :** * **English / Good in Speaking and Writing** * **Arabic / Native Language** |  |