**Shanga ismail hamadamin**

D.O.B: 5‐feb‐1996 gender : female

Address: Havalan 100m road phone : 07505405004

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**Profile :**

Reliable,success‐driven and well versed in performing a variety of administrative tasks, excellent communication and interpersonal skills. Hard‐working, friendly and very much a team player. Seeking a position in a professtional business environment.

**Education :**

Salahadin university‐faculty of humanity and social sciences English department.

**Skills :**

Excellent communiation and social skills. Able to work to tight deadlines. Willing to travel and able to work under pressure. Highly skilled in windows,Microsoft office(word,excel and powerpoint).

**Work experience :**

**Assistance and translator with American CNN (2017)**

**Responsibilities and due to:**

\*read through original material and rewrite it in the target language

,ensuring that the meaning of the source text is retained.

\*provide general administrative and clerical support including mailing faxing and copying to management .

\*maintain electronic and hard copy filing system

\*open,sort and distribute incoming correspondence .

\*perform data entry and scan documents

\*assist in resolving any administrative problems.

**Logistics and admin assistance**

**Job descrebition :**

\*Booking and update flight schedules of staff between Erbil and other airports and vice-versa.

\*purchase request processing.

\*When necessary booking of hotel accommodation for national and international staff.

\*When necessary assist the logistics team in booking conference rooms. for workshops and other activities of program.

\*Manages and operates the central switchboard and visitors' attendance.

\*Organizes and prepares all travel arrangements: security clearances, hotel and airplane ticket bookings and other mission need for staff.

\*Receives and dispatches all office communication, distributes incoming information.

\*Filing and archiving for administration purposes.

\*Drafts and processes standard and administrative correspondence; photocopies, scans and collates documents as requested.

\*Translates and interprets, as appropriate.

\*Assists in preparation of meetings. Manages the meeting/conference room bookings.

\*Updates office staff contact list on regular basis and circulates it amongst all staff in coordination with HR team.

\*Maintains an overview of expatriate staff’s visa and residence permit situation and makes necessarily follow up.

\*Assists in managing administration and finance operational tasks, as appropriate

\*Manage all lease agreements and track all agreements accordingly.

\*Manage of cleaners and drivers.

\*Managing the Blumont reception.

\*Manage of facilities in the Blumont office.

**Language :**

Kurdish excellent

English very good

Arabic good

**Refrences avaliable upon request.**