Farah K.Abbas

Palastine street,near turkman club , Baghdad , Iraq

* 00964 ( 0 ) 7705814676 , E-mail :- [f.khalid.a.a@gmail.com](mailto:f.khalid.a.a@gmail.com)

Dear sir

I am contacting you regarding your advertisement for the human resources assistant on a jobsite .My interest in this position comes from my belief that I have the right combination of relevant staffing experience, communication skills , and high levels of organization that make me a superb candidate .

To date and according to my academic study and my four years' experience as administration assistant I feel my strongest abilities are:-

* Strongly motivated by humanitarian work.
* Capabilities to make decisions in hard situation and under pressure and I have my ways to stay calm persistent and polite .I use diplomacy and organization rules to handle situations regarding work or staff.
* Experience working with varieties of people from different cultural background and deal with a variety of environments.
* Capabilities to achieve all the organization goals with the use of available staff and sources and to re-organize goals according to priorities.
* During my previous academic and work experience , my English is very fluent and my computer skills regarding Microsoft office suite is very good .

I believe I am a suitable candidate in view of my specialist knowledge and commitment within international low. My skills are highly relevant to the position and my knowledge , enthusiasm and commitment would be hugely valuable to your organization in a number of areas . Enclosed is a copy of curriculum vitae .

In closing I would like to thank you for your time and attention , and I hope I have the chance to discuss the opening with you in person.

Yours

Farah Khalid

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| Personal Info :    Iraqi Single Female / Birth in Baghdad 1992  Skills :  **Language skills**  Arabic - native  English - work experience  **Computer Skills:**  MS Word, Excel, PowerPoint, Access, Outlook, SPSS & MATLAB for data analysis  “…Farah’s administrative and customer support skills are second-to-none…shows exceptional attention to detail while maintaining a heavy workload…a team player and a consummate professional…”  2014  A.A.I.E.T company for general construction  “…Your excellent work as interim office manager shows that you are ready to assume increased responsibilities…”  2015  Al Shams Co for telecom and networking  “…Farah’s outstanding planning, multi-tasking and organizational skills have kept the office running smoothly…”  2016  Al Nukhba Int.Co for medical contracting |  | Farah K.Abbas  Palestine Street , near Turkman club ◼ Baghdad , Iraq ◼ 00964 (0) 770 5814676  ◼ f.khalid.a.a@gmail.com  Targeting Office Management Opportunities | |
| Administrative professional eager to leverage three years of experience and office management to secure an office manager position. Highly organized, efficient and skilled in a variety of office support tasks, including:   |  |  | | --- | --- | | * Office Organization & Administration * Records & Database Management * General Bookkeeping * Data analysis * Finance works * Budget monitoring * Inventory management   **Education :**  B.SC in Administration and economic science University of Baghdad 2013-2014 | * Spreadsheets & Reports * Calendar management * Meeting & Event Planning * Filing & Data Entry * Logistic works * PR tracking * Bids collection |   Work Experience  **Al Nukhba Int.Co. - Baghdad , Iraq 2015-2020 for 5 years**   * **Manager tender** * **Public relations manager**   A company with a partnership of three Japanese co. / working in medical equipment’s contracting  Provide administrative and executive support within busy office. Manage executive team’s calendar; plan client meetings; prepare reports, spreadsheets and presentations; manage records; and administer database, . Results:   * Earned “outstanding” ratings on annual reviews for the past two years. Recognized for high-quality work, organizational strengths  and exceptional customer service delivery. * Praised by supervisor for excellent performance as interim office manager (supervising six staff) during her eight-week leave. * Became Al Nukhba’s primary creator of PowerPoint presentations and  the main troubleshooter of MS Office issues. * Excelled within deadline-intensive environment, ensuring the accurate and on-time completion of all projects.   **Al Shams Co – Baghdad , Iraq 2015**  Professional telecom and networking services company  Administrative officer / Finance focal point  Handled temporary assignments for diverse clients (e.g., high tech, manufacturing, real estate, government and other agencies and authorities). Results:   * Demonstrated the ability to learn new organizational processes, workflows, policies and procedures with minimal ramp-up time. * Identified billing errors and recovered budget overpayments. Implemented tracking mechanisms to prevent future recurrences. * Created databases and spreadsheets that improved inventory * management and reporting accuracy.     **Vitane quality life company 2019**   * medical representative for 1 year   Vitane company is a german company specialized in bioactive materials & supplement provides medical solutions .  **A.A.I.E.T Int.Co – Baghdad , Iraq 2015**  Professional construction company  Support focal point (Finance, Logs and HR)  Handled all procurement process regarding internal services of the office , monitoring or resources in the office and take the full responsibility of all staffs payments unit  Results:  I have gotten strong [interpersonal](https://www.thebalance.com/interpersonal-skills-list-2063724) and [communication skills](https://www.thebalance.com/communication-skills-list-2063737), leadership, computer and research competency, and the ability to work independently and with others from all levels of the company. Time management and the ability to multitask and prioritize projects are paramount to the success of an administrative professional.  Courses  laboratory equipment electrophoresis course/ Amman , Jordan  Arab health course - WHO / Dubai , UAE  Human resources management / Erbil , Iraq  English language course - British institute / Baghdad , Iraq  MS office tools course / Baghdad , Iraq  **References :**   * Eng . Mushtaq   Manager / Al Nukhba Co  E : [mushtaqsabeeh@gmail.com](mailto:mushtaqsabeeh@gmail.com) Phone no : 00964 771 994 5637   * Eng Bernin Zehraw   Maintenance team leader / A.A.I.E.T co  E : [Bernin.zehraw@gmail.com](mailto:Bernin.zehraw@gmail.com) Phone no : 00964 751 795 2954 | |
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