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| **Hiba Safaa Alshareefi**  **Baghdad, Iraq / Tunis Q.**  **Phone : +9647806443063**  **hibasafaa87@gmail.com**  **linkin.com/in/hiba-s-alshareefi** |
| I have long history with administration issues , also a lot of skills that makes me an excellent candidate, among many things I am excellent with every task or duty I assign for it , I have a great knowledge with communications, managements systems, etc. |

**education**

**june 2009 - 2010**

**BSc, art of college – french language**

**Almustansiriya University.**

**employment history**

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| **many 2011 – june 2018**  **supervioser of MANAGEMENT system, ismailiya medical company**  Administrator officer, responsible of Registration, orders, inspections, factories visits & all administration issues. |
| **February 2019 - now**  **assistant manger, awamedica company**  Assistant manager, human resources, logistic and Call center. |

**expirences of work history**

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| * 2011, I have got a course in management of team work and regulation, Amman-Jordan. * 2015, participated in workshop about pharmaceutical products, Amman-Jordan. * 2016, leading inspection visit for product adoption for registration purpose in Soul-Korea * 2017, leading inspection visit for site registration purpose in Boron-Czech republic. * 2017, participated in a workshop concern OTC products and QC analysis. | * Strong & experienced with leading any project. * Leading workshops and trainings between Jordan, Lebanon and Turkey. * Have a good knowledge with HR, , logistic , data entry & call center depts. |

**ADITIONAL SKILLS & languages**

* High capability to acquire the scientific and non-scientific experience in order to work in different fields.
* Develop and stimulate the staff and take the suitable decision to solve any case or problems and approve success in business,
* Excellent experience in computer programs office, power point, excel, access, outlook and word.
* Fully experienced in correspondence/emailing field.
* Experienced with registration, kimadia and settling tax.
* Experienced with logistic affair. Assisting operation team (files & data base).
* HR & logistic experience.
* Fast Learning mentality.
* Maintain safe and healthy work environment by following standards and procedures, complying legal regulations.
* Fluent in English language (read, write and conversation).

**hobbies / interest**

* Reading lots
* Traveling around the world
* Draw & write quotes.