CURRICULUM VITTAE

**Rose Jabouri Aziz**

Baghdad, IRAQ.

Date of Birth : June 08, 1988

Sex : Female

Nationality : Iraqi

Telephone # : +964 7736392889

E-mail : [rozaaziz88@gmail.com](mailto:rozaaziz88@gmail.com)

**ACADEMIC QUALIFICATIONS**

**BSC.** [Bachelor of Translation and interpreting Department] a 4 years course from Al Mustansiriha University, Baghdad, Iraq in 2012 with Good Grade.

**EXPERIENCES**

* **Ishtar Sheraton Hotel**: I have worked for Six months at the reception. (1st.June \_ 1st Des/2012)

Prepare the Hotel reservations for the individuals and foreign delegates. Write and prepare cheques for the clients who are planning to check-out .Assist in collecting the funds resulted from the daily reservation and handed over to the accounting section. Responsible for the reservation program at the Hotel. Process all kinds of reservations via phone or e-mails and update the information in the reservation program.

* **Embassy of Kingdom of Bahrain:** I have Served at the secretariat of the Embassy (**from Dec 2012 – October 2016**). coordinate His Excellency the Ambassador Salah AL Maliki schedule of meetings and events and coordinate the joint work with other Embassies.

On the other hand preparing the news and press reports, respond to the official E-mails and Translating official documents (memorandums, letters & e-mails).

Give a hand to the financial section (daily, monthly and annually fiscal) reports and memorandums and also writing cheques.

* **The Eagles Company from Feb 2017- Oct 2017:** coordination between the Company and the medicines companies (in India, Egypt, etc) with regards to importing the products. Responsible of the Manager calendar. Assist the financial section when needed.

**Language:**

Arabic – Native

English – Fluent

French – Limited Knowledge

**Skills**

l. Advanced Computer knowledge in MS Office Packages (Word & Excel).

2. Proficiently typing skills and e-mails .

3. Excellent communication skills and ability to work under pressure with high team spirit.

4. Experience in translation and interpreting.