**Reyam Qasim Yonis**

***Objective*s:**

* To enhance personal development andinternational experience.
* To build a career in education and managementfield to explore myself fully and increase mypotential.
* To learn and work effectively to constantly upgrade myknowledge and skills.

***Personal details:***

Date of Birth : 19 march 1994.

Gender :Female.

Nationality :Iraqi.

Address :Iraq\_Baghdad.

Marital Status :Single.

Mobile Phone Number: 00964-7730842344

E-mail address : [reamqasim@yahoo.com](mailto:reamqasim@yahoo.com)

***Education and Qualification:***

* 2011-2015 Communication Engineering - Mansuor University .

***Professional Experience***

* **HR Assistant** Feb 2016 – Apr 2018

**Cisco Networking Academy/University of Baghdad**

*Reference*: Associate Professor Dr. Mohammed I Yonis, Head of Computer Engineering/ University Of Baghdad

**Main duties**

* Substantiate applicants' skills by administering and scoring tests.
* Schedule examinations and training courses by coordinating appointments.
* Welcome new employees to the Academy by conducting orientation and introduction to staff.
* Submit employee data reports by assembling, preparing, and analyzing data.
* Maintain employee information by entering and updating employment and status-change data.
* Provide secretarial support by entering, formatting, and printing information; organizing work; answering the telephone; relaying messages; maintaining equipment and supplies.

***Computer knowledge:***

* Working knowledge on XP & vista.
* Working knowledge on MS Office(Word, Excel & Power Point).
* Internet & Email.

***Language Skills:***

* **Arabic** :Mother Tongue.
* **English** :Fluently(spoken and written)

**PROFESSIONAL OBJECTIVES**

Pursuing opportunities that offer continued development of professional and leadership skills, and significant operational growth challenges.

**Other attended/certified courses and training**

* Cisco Networking Academy: CCNA1\_raoting and switching.
* Cisco Networking Academy: IT Essentials.
* Cisco Networking Academy: Get Connected.
* Language course from Linguaphone Institute .

**Attitude and Attributes:**

* Excellent communication skills & team working.
* Successful, positive attitude.
* Honest and dependable.
* Maturity to accept responsibility.