**CV**

**Name:** Dina Ahmed Shaker

**Date of Birth:** March 02, 1992

**Marital Status:** Married

**E-mail:** dena.shaker92@gmail.com

**Mobile:** 07826902098

**Education:**

Bachelor’s degree in English Literature/ University of Baghdad/2014

**Working Experience:**

* Jan/2014-Jun/2014: Working as a Facebook page admin; dealing with customers. The page was specialized in importing different kinds of goods from the U.S and China.
* April/2016-2019: Working as a themes designer; special occasion designer, handmade, and a Facebook page owner for this work.

**Languages:**

Arabic, Mother tongue

English, Good in speaking, writing and reading

**Skills:**

* Fair Microsoft skills (Word and Excel)
* Good skills in using computers
* Fair skills in working the office machines (copier, scanner and printer)
* Good skills in communicating and mailing correspondences.

**Courses and Certificates:**

* Corporate Communications. I have successfully completed a corporate communication course including marketing. I received a certificate of completions from Injah Training Platform.
* Business Administration. I have received a certificate of completion from The Station Training Center.
* Microsoft Office (word, excel, power point). I have received a certificate of completion from British Corner Center (Bright Future).
* Successfully completed online course in Social Media Marketing. I have received a certificate of completion from Udemy.
* Successfully completed online course (Project Management) at Udemy.