

## **CURRICULUM VITEA**

### **PERSONAL INFORMATION**

**Name:** Wasn Abd AL\_Hussain Salam

**Date of birth:** 30/7/1995

**Gender:** female

**Mobile number:** +964 773 101 3280

**E :** [wasnjurmat0@gmail.com](mailto:wasnjurmat0@gmail.com)

### **PERSONAL QUALITIES**

- *special talent for researching and analyses data effectively.*
- *Communication skill.*
- *Team player skills.*
- *Willing to learn.*
- *Leadership, management and organizational skill.*
- *Attention to details.*
- *Able to manage stress timely and effectively.*

### **Working experience**

**Administrator at JURMATGROUP Company from (2019/9/8) till now.**

### **Summery**

Qualified secretary with over 3 years of varied administrative work experience and proven ability to handle and manage a full spectrum of administrative functions. Recognized for professionalism, resourcefulness, and competence in managing affairs and supporting organizational goals.

Seasoned Administrative Officer with extensive experience serving top management in a multi-national environment., problem resolution abilities, and a high-level of confidentiality.

### **EDUCATION**

**2016\_2019 Bachelors degree in computer technology engineering. (AL\_M`amon University college, Iraq)**

### **COMPUTERS SKILLS:**

- Microsoft Office (Word, PowerPoint, Excel, Outlook)
- Professional typing rate of 40 wpm (words per minute) with accuracy