## CURRICULUM VITAE



## **Personal Information**

**Phone** 009647724370457

E-mail duaamohamed105@gmail.com

**Address** Baghdad – Iraq

Date of Birth Dec 8<sup>th</sup>, 1990

Marital Status Married

**Nationality** Iraqi

### Languages

Arabic :

abic : Mother Tongue

English: Intermediate: reading, writing, speaking

### **Personal skills**

Team work Long time work Time management Work under pressure

## **Technical Skills**

Word Excel Power point Social media Computer

# **DOAA MUHAMMAD IBRAHIM**

I would like to inform you of my strong desire to get a job in your organization. I have clarified some information about me as below and my CV, I am a self conscious person, I can perform job competencies under any pressure, so I am writing for your interview to explain to you my many possibilities and to learn more about your organization

## Education

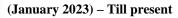
#### 2013 - 2014

Al-Mustansiriya University / Bachelor's degree, College of Political Science

## Certificates

- A course in Excel from the British Institute
- A course in English from the British Institute
- Certificate in (computer) from Oxford Institute 2023

## Work Experience



- I work at Al-Atheer Company for Money Transfer as a Teller
- Assisting customers with basic transactions, such as making deposits and withdrawals.
  Accepting cash, checks, and other forms of payment from customers and keeping deposit slips, checks, and cash in order.
- Verifying customers' identities and ensuring the paperwork is properly completed and they have sufficient funds in their accounts to cover their transactions.

#### (2021) – (2022)

- I worked at Iraq International School Receptionist Administrator :
   Supporting company leadership and supervising administrative depart
- Supporting company leadership and supervising administrative department activities for staff members.
- Greeting office visitors and directing them to the appropriate parties.
- ✤ Handling basic office tasks, such as filing, delivering mail, answering emails and phone calls, and data entry.

#### Receptionist :

- ✤ Greet clients and visitors with a positive, helpful attitude.
- Assisting clients in finding their way around the office.
  Announcing clients as necessary.
  - Announcing clients as necessary.

#### (2017) - (2019)

### I worked at Zain - Call Center Recognize the level of customer knowled

- Recognize the level of customer knowledge of voice and sound that gives the company
- Provide customer satisfaction data reports
  Electronic data with clients
  - Electronic data with clients

#### (Jan . 2015) – (Dec . 2015)

I worked at Sinbad School - an administrator and a receptionist

# Technical expertise

- Experience in computers, computer programs and the Internet.
- Experience in Office programs.
- Teaching experience.
- Skill in project management
- Mathematical and arithmetic skill.