



# 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*

## Personal Information



**Phone**  
009647724370457



**E-mail**  
[duaamohamed105@gmail.com](mailto:duaamohamed105@gmail.com)



**Address**  
Baghdad – Iraq



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



**Marital Status**  
Married



**Nationality**  
Iraqi

## Languages

**Arabic :** 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**

## 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

**(January 2023) – Till present**

- **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 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.

**(2017) – (2019)**

- **I worked at Zain - Call Center**
  - ❖ Recognize the level of customer knowledge of voice and sound that gives the company
  - ❖ Provide customer satisfaction data reports
  - ❖ 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.