

CURRICULUM VITAE



First name
Zahra

Middle name
Moojid

Surname
Alkufaisy

PERSONAL INFORMATION

Date Of Birth : 26/06/1984
Place Of Birth : Annajaf
Gender : Female
Marital status : Married
Current address : Central Kufa
Email : Nonedefeated84@gmail.com
Phone n. : +9647804400121

EDUCATION

Degree : Bachelor
Speciality : English Language and literature
Department : English Language
College : Arts
University : Kufa
Graduation : 2007

CERTIFICATION

- Member of Iraqi translators Association

LANGUAGES

Language	Speaking	Reading	Writing
Arabic	Native	Native	Native
English	Excellent	Excellent	Excellent
French	Basic	Intermediate	Intermediate
Hindi	Intermediate	No competence	No competence
Urdu	Intermediate	Basic	Basic

WORK EXPERIENCE

1. Worked as Administrator in “Al-Shaimaa for travel and tourism” company since (Oct.2018-May 2019).
2. Worked with Air Ticketing Reservation Systems, public relations, financial services in “Al-Shaimaa for travel and tourism” company since (Oct.2018-May 2019).
3. Worked as Freelance Translator in “Seleem for Translation” in translating contracts, agreements, medical reports, filling out forms of many embassies since (Oct.2017- until now).
4. Worked as Teacher in “Al-Kufa preparatory school for girls” during (Nov.2009- until now)
5. Worked as Administrator in “Displacement & Migrants Directorate” in database during (Oct.2007-Oct.2008)
6. Worked as administrator in Obr taxi as office assistant manger (May 2019- June 2019)

QUALIFICATION AND SKILLS

• Interpersonal Skills • Good Attitude • Strong work ethic • Flexibility/ Adaptability • Organization • Decision Making • Coordination • Persuasion • Customer Service • Dependability • Self-Motivated • Honesty • Compassion • Self-confidence • Physically Fit • Communication • Collaboration • Problem Solving • Leadership • Marketing Skills • Time Management Synonyms: Good at scheduling own work, fast, efficient • Synonym for Patience: Composure, tolerance, restraint • Dependability Synonyms: Loyalty, trustworthiness

INTERESTS AND HOBBIES

• Reading • Writing • Listening to authentic music • Practice meditation • Doing sports • Gardening stuff • Watching movies • Long walks, drives • Sightseeing • Collecting souvenirs

REFERENCES

Available on request.