



## *Curriculum Vitae*

### **Personal Informations:**

**Name:** Farah Jawad khadim

**Birth Date:** 1997

**Nationality:** Iraqi

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### **Educational Qualifications:**

- Bachelor's Degree in Management and Economics from Accounting Debarment .
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### **Experience :**

Worked as for Baghdad Lights Road group of companies for 1 year and a half as :

- 1) Administrative employ .
- 2) Audit and accounting .
- 3) writing books and correspondence .
- 4) Reviewing government departments .

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**Personal Skills:**

- 1) very good in English language .
  - 2) Business work and data entry .
  - 3) professional in computer skills and office programs (word , excel , power point ...) .
  - 4) Effective communications skills .
  - 5) using printer , scanner , copy machines .
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**LANGUAGES**

|         | Speak |      |      | Read  |      |      | Write |      |      | Understand |      |      |
|---------|-------|------|------|-------|------|------|-------|------|------|------------|------|------|
|         | Excel | Good | Fair | Excel | Good | Fair | Excel | Good | Fair | Excel      | Good | Fair |
| Arabic  | *     |      |      | *     |      |      | *     |      |      | *          |      |      |
| English |       | *    |      | *     |      |      |       | *    |      | *          |      |      |

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