

## **WORK EXPERIENCE\ CAREER SUMMARY**

**October 2020- present**

**Medicines sans frontiers France (doctors without borders)**

**Position: project assistant**

### **Key Responsibilities:**

- Daily budgeting in coordination with Finance manager for transportation fees paid to beneficiaries
- Semi daily reports/justification for expenditures
- Setting daily activities in close coordination with team managers for BMRC's departments (mental health, nursing, physiotherapists, medical)
- Close follow up and guidance for beneficiaries through the regulations of BMRC and providing excellent customer service by communicating their needs and challenges with management and provide problem solutions
- Issuing and archiving BMRC's official letters after collecting necessary authorization and signatures
- Updating and archiving beneficiary's data and monetary documents
- Coordinate with security team the visitors list
- Communicate with staff members last minute changes and providing quick solutions

**Achievements:** drastically improved flow of patients in and out of the facility and reducing wasted space on the schedule of missed appointments by accurate data analysis and constantly providing new and creative solutions as well as creating new scheduling system being in great communication with the rest of teams which resulted order in OPD along with reducing the amount of daily expenditures by proper budgeting

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**Feb 2019-Jan 2020**

**Taj Al Sahel (construction and concrete supplying co)**

**personal assistant/translator**

### **Key responsibilities**

- Cross-reference specialized dictionaries and translation tools to check quality of translation and proofread translated texts for grammar, spelling and punctuation accuracy
- Record minutes Typing, formatting, and editing reports and documents and maintain efficient filing
- Being the focal point of contacts for beneficiaries and stakeholders and work associates
- making travel arrangements.
- Managing internal and external correspondence and emailing on behalf of senior management
- Preparing facilities and venues for Iraqi nation exhibit
- Sourcing and procurement for office supplies
- Handling requests and inquiries

**Achievements:** Translated the contract of the biggest construction project for the company (construction of Iraqi central bank) and attended the discussion of the terms of the contract as the senior manager translator

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**March 2018-december 2018**

**Taj Al Sahel Company**  
**Position: social media manager**

- Generate, edit, publish and share engaging content daily (e.g. original text, photos, videos and offers)
- Perform research on current benchmark trends and audience preferences
- Collaborate with other teams, like marketing, sales and customer service for content production to ensure brand consistency
- Communicate with followers, respond to queries in a timely manner and monitor customer reviews
- Oversee social media accounts' design (e.g. Facebook timeline cover, profile pictures)

**Achievements:** with almost no back ground in social media management but through fast learning I was able to create targeted promotion campaigns that increased the number of followers of the company's social media profiles and follower's engagement

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## Education

- translation department at AL-Maamoon University with top scores (2015-2016)
- Translation bachelor's degree at AL- Mustansriyah. university college of Arts with top scores (2018-2019)
- IELTS Academic degree British embassy (2022)
- HR Assistants' Onboarding training via MSF's online learning platform Tembo (2023)

## Hard skills/organizational skills

- fluent written and spoken English language
- Proficiency with Microsoft Office (outlook, word, excel)
- Translation experience
- excellent communication and team work skills
- Flexibility and efficiency
- Excellent Customer service
- ability to work under immense pressure and fast paced environment and meeting deadlines
- ability to work individually and as a part of a team
- Prioritization and problem solving
- Work ethic and great moral