

# *Sura Imad Jasim*



**Location:** Baghdad, Iraq

**Education :** Bachelor's degree, University of  
Baghdad college of agriculture

## CONTACT

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Location: Baghdad, Iraq  
Mobile Phone: +9647714832248  
Country: Baghdad, Iraq  
Email Address: suraimad0@gmail.com

## PERSONAL INFORMATION

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Birth Date 01 nov 1986  
Gender Female  
Nationality Iraq  
Additional Nationalities Iraq  
Marital Status :Single

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## **Skills**

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**Outstanding interpersonal and communication skills at all levels**

**Excellent IT Skills (Microsoft Office package)**

**Outstanding Telephone manners**

**The ability to multitask and prioritise/organise work with high efficiency.**

## **EXPERIENCE (8 YEARS)**

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**2010 - 2014**

**Assistant Administrator**

**At Baghdad Municipality**

**Location: Baghdad, Iraq**

**1-Giving full administrative and secretarial support to the Officer Manager**

**2-Drafting formal letters using Microsoft Word**

**3-Deal with enquiries from all staff, students and visitors in a courteous and professional manner (face-to-face, over the phone and through email)**

**4-Using Microsoft Excel to record student performance in spreadsheets**

**5-Proofreading content to be published in publications and online**

**6-Printing, photocopying, laminating, binding, labelling and filing of documents**

**7-Inviting guests to attend University Open Days and special events**

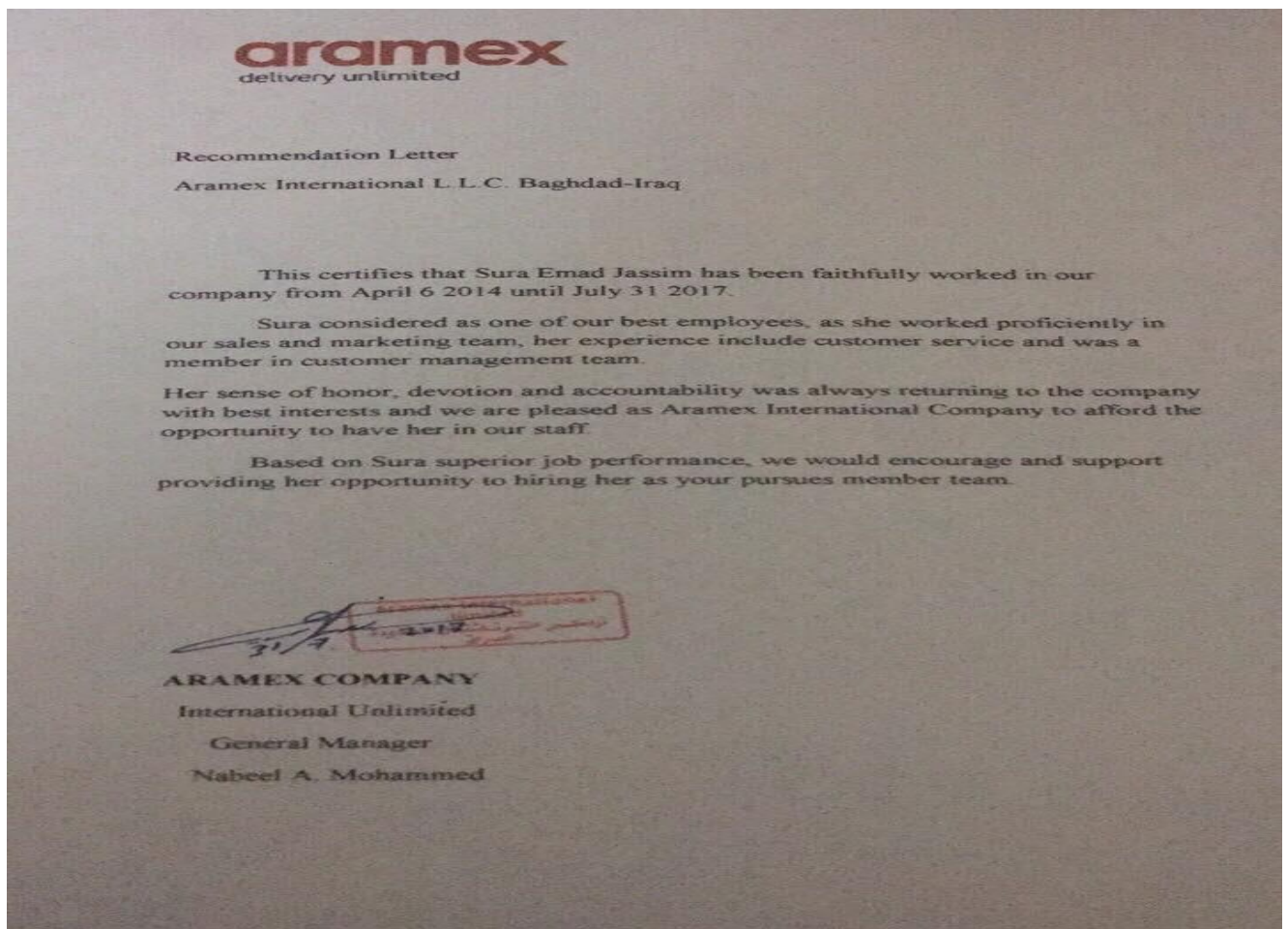
**2014 - 2017**

**Public Relation & Sales**

**At ARAMEX**

**Location : Baghdad,Iraq**

- 1-planning, developing and implementing various media action plans in order to support and position the company in an advantageous position**
- 2-identifying and implementing different ways to boost the company's reputation**
- 3-Representing the Company's Spokesperson in various meetings and conferences**
- 4-Working together with the Media Relations colleagues in order to come up with**
- 5-applicable strategies to tap into potential markets**
- 5-Working independently to come up with communications materials e.g. press releases.**



### **Feb 2019 - Dec 2019**

**Marketing And Sales**

**At International**

**Location: Baghdad, Iraq**

**Company Industry: Freight forwarding**

**Job Role: Sales**

**1-Achieved sales revenue goals for acquiring new clients.**

**2-Assessed clients need for services.**

**3-Scheduled and arranged for new client appointments and calls.**

**4-Prioritized sales services and achieved new client acquisition**

**Goals.**

**5-Developed and implemented plans to contact targets.**

### **Jan2020-Jul2020**

**Head Sales Manager At Iraq-Post**

**Location : 14Ramadan St.**

**Developed and implemented plans to contact targets**

### **Jul2020- Until Now**

**Head Sales Manager At Unicom Iraq**

**Development Post Project**

**Location : ALallawi St.**

## **EDUCATION**

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**Bachelor's degree, University of Baghdad**

**at agriculture college**

**Location: Iraq**

**June 2008**

**Grade : 20 out of 100**

**Horticulture and landscape designer**

## **LANGUAGES**

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**English**

**Level: (Intermediate)**

**Arabic**

**Level: (Native)**

