

FATMA FIRAS

ADMINISTRATIVE

CONTACT

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📍 Baghdad /AL-JHAD

OBJECTIVE

I am extremely motivated to constantly develop my skills and grow more professionally in different aspects of fields. I am confident in my abilities and so keen on coming up with interesting ideas I'm able to quickly learn and apply new software and systems. I am currently looking for a full-time position to expand my skills in office management and coordination. Skilled in optimizing administrative processes, resulting in improved efficiency and productivity

EDUCATION

AL- FARAHIDI UNIVERSITY

DEPARTMENT OF ENGLISH ART

2020 -2021

EXPERIENCE

An administrative employee at the success summit institute

Data entry in the sheen home company

Receptionist In Fabulous clinic

An administrative employee in shams alsuraa contracting company (SAS-SIC)

Skills & Abilities

Office Management

Data Entry

Office programs

Excel, word, and Outlook

Working with Team

Working overtime

LANGUAGES

Arabic

English

COURSES

Microsoft office at Iraq space center

Excel for accounting In British Corner