

CV

PERSONAL DETAILS

Name Maryam Alaa Faiq Al-saffar
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Date of Birth August, 16, 1997
Gender Female

FORMAL EDUCATION & QUALIFICATIONS

2015-2019: Bachelor of Business Administration / Cihan University / Sulaymaniyah
With Good Degree.

Experience:

- **2018:** KAT Company / Data Entry
- **2020:** Zerin Travel / Marketing and Data Entry

SKILLS & UPDATES UNDERTAKEN

- **2016-2017:** English Language Course

TECHNICAL SKILLS

- Microsoft office (Word – Excel – PowerPoint – Access)

Language

- Arabic : Mother Language
- English : Reading (Excellent) – Speaking (Good) – Typing (Excellent)

PERSONAL SKILLS

- Organisational and leaderships skills.
- Good time management and ability to work to tight timescales.
- Interpersonal and group skills.
- Project management.
- Joint working with other agencies and ability to manage, develop and train staff.
- Mentoring skills and budgetary management and planning.
- Effective communication.
- Presentation preparation and excellent ability to present.
- Good Communication with customer