



ZAHRAA MOHAMMED SHAKER

Bachelor of Science in Geophysics

Al-Saydiya, Baghdad | Zahramohmed82@gmail.com | 07737860570

PROFESSIONAL SUMMARY

Experienced administrative professional with broad expertise in office administration and executive coordination, gained through work in both the public and private sectors. Skilled in organizing executive offices, managing communications, and handling government transactions.

WORK EXPERIENCE

Administrative Officer & Assistant to the Executive Director's Office Manager | Future Reconstruction Company | 2024 - 2026

- Managed and processed office correspondence and administrative transactions addressed to government entities within the Government Tenders Department (B2G).
- Provided administrative support to the Executive Director's Office Manager and organized appointment and meeting schedules.
- Prepared and managed reports and office documents using Microsoft Office applications.
- Entered data into approved systems within the Government Tenders Department (B2G).

Visa Application & Data Verification Officer | Turkey Visa Application Center - Baghdad | 2023

- Received and reviewed visa documents and applications, ensuring compliance with official specifications and instructions.
- Provided professional customer service and entered data into approved systems.

Researcher & Scientific Research Preparation Specialist | Researchers Around the World Library | 2021 - 2022

- Prepared and drafted scientific research and studies in accordance with approved academic documentation standards.
- Collected and analyzed data and scientific references using a reliable, systematic approach.

Administrative Officer | Al-Karkh University of Science | 2021

- Handled daily administrative and organizational tasks and coordinated correspondence between academic and administrative departments.
- Contributed to organizing the administrative archive and facilitating administrative workflow within the university.

EDUCATION

Bachelor of Science in Geophysics | Al-Karkh University of Science - College of Remote Sensing and Geophysics | 2019 - 2020

CERTIFICATES & TRAINING

Certificate / Training Course	Issuing Organization
Fundamental of Data Analysis in Excel	Corporate Finance Institute (CFI)
Advanced Computer Skills Course	University of Technology
Civil Service Employee Promotion and Office Administration Course	University of Technology
Fundamentals and Principles of Design (Photoshop) Course	Al-Karkh University of Science

SKILLS

Technical Skills

- Microsoft Office Suite: Word, Excel, PowerPoint, Outlook.
- Data Analysis: Fundamental Data Analysis in Excel.
- Accounting and Administrative Systems: Al-Bayan accounting software.
- Design & Graphics: Adobe Photoshop, CorelDRAW, interface design, and advertisement design.

Soft Skills

- Teamwork and quick integration within different work environments.
- Effective communication and dialogue.
- Quick learning and adaptation to new systems and technologies.
- High level of discipline, responsibility, and time management.

LANGUAGES

- Arabic: Native language.
- English: Good level.