

Shaima Al Anbary

Personal Info

Address: Baghdad, Iraq

E-mail: shaimaeng@yahoo.com

Mob: +964 780 870 8090

Status: Single

Nationality & Date of Birth: Iraqi, 1987



Education

Bachelor of Civil Engineering/ Roads & Bridges branch, Technology University (2010).

Experience

1- Office Manager (from Sep 2011 until present at International Law Firm and responsible for three offices in Iraq. My responsibilities were as follows :

- Printing, scanning, copying;
- Internet connection problems, computer maintenance such as formatting installing programs and other related stuff to software;
- Handling emails & communications;
- Finance using 3Elite system:
 - a) Responsible for the finance matters of 3 offices (Baghdad, Basra & Erbil);
 - b) Prepare account statement report to be sent to the headquarter;
 - c) Post the received money to the system;
 - d) Settle the invoices on the system;
 - e) Prepare the petty cash sheet which include the disbursements;
 - f) Solve the issues results from wrong settlement and investigate re the problem in order to apply the payment correctly;
 - g) Prepare checks to withdraw the money from the bank;
 - h) Keep the company file updated at the bank;
 - i) Send the account details to the client for transfer purpose;
 - j) Follow up with the clients re the outstanding invoices;
 - k) Attend the collection meeting; and
 - l) Settle the outstanding with the translator and other suppliers and apply the same on the system.
- **Marketing**
 - a. Preparing company profile and the relevant department for publishing;
 - b. Prepare proposals, filling the information;

- c. Follow up regarding the available seminars and conference in Iraq or outside;
- Archiving documents;
 - Submit and issuing visa for travelled people;
 - The firm has policy should be followed before proceeding with any client indicated to any risks of anti-money laundry AML, I used to communicate the clients directly regarding the required documents for our compliance officers;
 - Arrange with the translators to translate the documents from any language to Arabic as requested in Iraq;
 - Installing the printers to be connected via network to computers;
 - Follow up with the clients either via email or telephones to pay our invoices
 - Handled the main phone of landline and transfer the calls;
 - Others stuff related to office in general;
 - Prepare proposals for marketing;
 - Prepare Company profile in general, for specific tenders
 - Monthly meeting with the support staff re the new instructions; and
 - Meeting with the management from time to time to follow up the collection.

Also, I am licensed by **Cambridge Consulting** as **Trainer**.

- 2- Secretary (for two months at Scientific Group Company on 2011): I worked on Tenders including search online for the required equipment of tenders, emails the relevant companies to obtain offers, preparing the technical & commercial offer and other related stuff.
- 3- Secretary: (for six month in recruitment company on 2011): I handled the application to be filled by the applicant, arrange interviews between the company and applicant and get the best solution for both parties.

Skills

- Computer's software maintenance from software;
- Office Collection including Word, Excel, Access, outlook & Power Point deeply;
- Mail Merge Tool Kit;
- Teamviewer;
- Photoshop;
- Adobe Acrobat;
- Installing printers on computers to be connected through network;
- Send over 100 email for the same subject and containing through Mailing in MS Word;
- Translating to English and reverse;
- Training: Teaching the new employees; prepare the training programs

- Preparing presentation by Power Point;
- Converting PDF to Word or Photo and reverse;
- Auto Cad & 3D Max principles.
- Human Resources: look for employee according to the available vacancy, arrange for interviews, prepare the appraisals, salaries etc.
- Finance: prepare weekly petty cash, charge the clients and follow up regarding the payments, update company documents, reconcile bank statement along with office books, prepare checks to pay any fees and the requested letters.

Language

- Arabic;
- English: speaking, writing, translating from Arabic to English; and
- French: little.