

Resume

❖ Personal Information

Name : Mohammad Laith
Date of Birth : 1/8/1992
Gender : Male
Marital Status : Single
Nationality : Iraqi
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❖ Objectives

I am looking forward to work in such a recognized organization where I do believe that it will be the perfect place to utilize my professional skills in the Managerial, Customer service, & Leading, and prove my skills and knowledge to achieve self-actualization.

❖ Education

2014 Bachelor Degree of Computer Science from Middle East University - Amman, Jordan

❖ Professional Skills

- Language Skills : Arabic (Native language) ,English; Excellent in Speaking, writing, reading and listening
- Computer knowledge, Windows (All versions). All MS Office programs (Word, Excel, PowerPoint and Access) . Internet applications (Search engines, Data bases...etc.) very good at self-experience in computers hardware and software.
- Excellent at communication and interpersonal skills.
- Adaptability to work on multiple tasks easily.
- Strong Ability to work collaboratively.
- Ability to work in a complex environment
- Strong in Customer service satisfaction and orientation.
- Resourcefulness, Efficiency in solutions oriented.
- Information system management.

❖ Professional Training

2015 Training as IT assistant & Project assistant in Food and Agriculture Organization of the United Nation, (FAO) Iraq Office relocated In Amman for 3 months.

Duties : (Support of project operations processes, Support activities in the field as needed, trial errors and problems on a daily basis for the whole team members, Setup conference meetings, support activities in the field, coordinate off/on-site workshops, prepare and setup meetings field visits and other program related activities in term of logistical and operational support, Liaise with other FAO staff members on administration, financial, logistics and operational matters in support of programme and project activities).

❖ ❖ Work Experience



2016 Administrative Assistant in Al-Hijaz Business centre Of Al-Hijaz Towers located in Amman, Jordan until Oct 2018

Duties : (Customer relation management, Customer expectation management, Rental contracts management, Follow up A/R with customers, Manage the supplies and customer requirements, Perform data entry and data verification (various contact lists, beneficiary files, activity documentation, Billing system) Handling the customer Complains, reporting to the owner & the top management, support and facilitate coordination of transaction processing (payment requests, Payment Order, travel authorizations, Send and receive all incoming and outgoing mails, faxes, reports, documents, letters of agreement, Assist in the daily administrative tasks of the department, including development and standardization of forms and templates (reports, profiles, CV filtering, application, feedback and interviewing and monitoring forms)).

2018 Office Manager assistant in International for shipping & clearance LLC, Amman Jordan for one year .

Duties : (Follow the customer's shipments from POL till POA, Attract new customer & serve the current customers, Liaise with operations & logistics departments for customer's inquiries, updating HR plan and follow up documentation and Ids, updating database information plus FSR Tracking, set periodic Data Quality management, undertake data analysis. Provide specialized program administrative transactions and processes like translate, type and read printer's proof and format documents; draft messages; record and transcribe meeting minutes).

2021 Dispatch at Mufasa LLC interstate freight carrier , Galloway, Ohio USA for 3+ years.

Duties : booking Freight and u-haul, coordinating mobile personnel with drivers, assigning work orders , managing logistics, monitor and track, maintain records,.

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