**CV**

*Rasha Seddeeq*

**Personal profile**

A graduate with a comprehensive knowledge of administration procedures, marketing techniques and skills. Presently working in a fast Executive manager of my own company dealing with Electronics, Phones and miles sale. This position gave me the chance to develop my academic knowledge, extend my social skills and to acquire a good experience in administration and company leading.

Easy going by nature and able to get along with both work colleagues and managers, is always motivated to learn new, my goal is to contribute with fresh knowledge in administration, marketing and business. Currently looking for a suitable administrative/ sale position in UAE

**Academic qualifications**

* 2011- 2016 Bachelor degree of Business Administration, the main field: Business Administration, Stockholm University, Stockholm/Sweden
* Courses in areas such as economics A, Introduction to Business Law, Labour Relations and Management I, Business Law, Business Studies I, II, III (Consolidated Financial Reporting and Auditing, Research Methods in Business Administration, Bachelor Thesis in Business Administration),
* Bachelor Thesis in Business Administration : The aim of the paper is to highlight and explain the underlying reasons to that the owners of small limited company chooses to retain the audit.
* Optional courses through exchange studies: -
* Labour Relations and Management II (Stockholm University) 30 credits. 2013
* Taxation Law (Stockholm University) 15 credits. 2016
* 2006 – 2010 secondary school, Aso gymnasium, Stockholm/Sweden.
* 1999 secondary school, Baghdad , Iraq

**Personal attributes /Skills**

- Strong decision-making skills and ability to analyze information and communicate effectively

- Ability to multitask.

- The ability to form positive relationships with colleagues.

- Have a proactive, 'can-do' approach to work, and able to work autonomously.

- Can cope with pressure and work to deadlines work

- Professional and confident telephone manner.

- High attention to detail and accuracy.

- Able to react quickly and effectively when dealing with challenging situations.

- Tactful, discrete and having respect for confidentiality.

**Personal**

Driving license: Yes

Nationality: Swedish

Languages: Arabic, Swedish, English, and Turcoman

**Courses and practices.**

\* Personal computers (CPU, chipset, memory) 2008

\* Program Management. 2008

\* Database management. 2008

\* Digital Picture . 2009

\* Photographic Illustrations A and B 2009

**Areas of expertise**

Business administration

Secretarial tasks

Document management

Data entry

Diary management

IT skills

**Work experience**

**July 2010-**

Executive Manager Tele Express Stockholm (own company).

 **January 2009- June 2010**

Sales executive for Q. Telecom/ Stockholm (sales of mobile phones, tablets, other electronic devices and repair issues.)

**References**

Available on request.

**Job Seeker First Name / CV No: 1799484**

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