

# ZHEEN SAMAN ABDULLA

*Administrator*

## PROFILE

Executive Assistant and Administrative Professional with experience supporting senior leadership, coordinating operations, managing confidential communications, and leading teams.
**Dual Irish and Iraqi citizenship.**

## CONTACT ME


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Erbil, Iraq


## EDUCATION

**CIHAN UNIVERSITY (2015-2019)**

*Bachelor of Science (BSc) in Biological Sciences*

**NILUFER GIRLS SCHOOL (2013 - 2015)**

## LANGUAGES

Native English.
Native Kurdish.
Beginner Arabic.

## COMPUTER SKILLS

- ECDL Certified
- Advanced computer literacy & digital proficiency
- Microsoft Office Suite
- Document preparation and file management
- Proficient in using digital tools

# WORK EXPERIENCE

## NASS - PROJECT MANAGER

- Trained and onboarded new team members, ensuring operational consistency.
- Coordinated confidential, high-level projects, monitoring timelines and deliverables.
- Managed multiple projects and cross-departmental activities to meet deadlines.
- Conducted international vendor research and prepared cost comparison reports using Excel.
- Organized meetings, prepared minutes, and monitored follow-up actions.

## EMPIRE WORLD - EXECUTIVE ASSISTANT TO CHAIRMAN AND CEO (2023 - 2025)

- Managed complex executive calendars, international travel, and high-level meetings for the Chairman & CEO.
- Handled confidential communications and prioritized executive requests.
- Streamlined workflows through proactive scheduling and task management.
- Coordinated with senior stakeholders and external partners on behalf of executive leadership.

## INSTITUTE OF ADMINISTRATIVE MANAGEMENT - HR/ADMINISTRATOR (2022 - 2023)

- Managed daily administrative operations and ensured efficient office functioning.
- Supervised administrative staff, delegated responsibilities, and monitored performance.
- Supported HR activities, including recruitment coordination, onboarding, employee records, and staff documentation.
- Maintained confidential employee records, databases, and administrative documentation.
- Managed internal correspondence, office resources, procurement, and supplier coordination.
- Assisted with budgeting, expense tracking, and invoice processing.

## INTERNATIONAL SCHOOL OF CHOUEIFAT - ENGLISH TEACHER (2019 - 2022)

- Managed daily classroom operations, scheduling, and administrative responsibilities.
- Maintained accurate student records, performance reports, and confidential documentation.
- Coordinated with parents, academic leadership, and administrative departments.
- Monitored performance, ensured compliance with institutional policies, and met deadlines.
- Organized multiple tasks simultaneously.