



APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-5 DATE 10-24-2018

Name Zainab M. R. Jaffar
Last First Middle Maiden

Present address 37th 1820 Rochester MN 55901
Number Street City State Zip

How long _____ Social Security No. 476-55-6632

Telephone (507) 2022474

If under 18, please list age _____ Referred by _____

Position applied for (1) _____ Days/hours available to work
and salary desired (2) any _____
(Be specific) No Pref Thur _____
 Mon _____ Fri _____
 Tue _____ Sat _____
 Wed _____ Sun _____

How many hours can you work weekly? 40-45 Can you work nights? No (currently)

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When available for work? upon request

Do you have responsibilities or commitments that will prevent you from meeting specified work schedules?
 No Yes If so, please explain _____

Do you anticipate any absences from work on a regular basis?
 No Yes If so, please explain _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School	<u>Baghdad</u>	<u>Iraq - Baghdad</u>	<u>2000</u>	<u>high school</u>
College	<u>Mameen</u>	<u>Iraq - Baghdad</u>	<u>2006</u>	<u>English Librarian</u>
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

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MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

WORK EXPERIENCE

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name <u>Zainab Jaffar</u>	Supervisor name <u>Alaa Al Barkakky</u>	
Position <u>office manager</u>	Employment dates	Pay or salary
Company <u>Barkakky</u>	From <u>Jun 2009</u>	Start <u>Egyptian Pound</u>
Address <u>Egypt Cairo</u>	To <u>Sep 2010</u>	Final <u>Egyptian pound</u>
Telephone <u>(020)011295156</u>	Your last job title _____	

Reason for leaving (be specific) Move To USA

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company.

1- Performed daily administrative duties Such as typing copying - filling - record minutes of meeting - faxing Corresponding - Translation

Name <u>Zainab Jaffar</u>	Supervisor name <u>Eng. Essam Alaa</u>	
Position <u>Executive Secretary</u>	Employment dates	Pay or salary
Company <u>Better hom</u>	From <u>Jan 2008</u>	Start <u>Egyptian pound</u>
Address <u>Egypt Cairo</u>	To <u>Jan 2009</u>	Final <u>Egyptian pound</u>
Telephone <u>(202)01121829715</u>	Your last job title _____	

Reason for leaving (be specific) _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company.

- Responsible for all official correspondence - daily weekly monthly report - Booking travelling - answer the phone - greeting visitors

Zainab M. R. Jaffar

1820 37th St NW Apt D
Rochester, MN 55901
Cell Phone: 507-202-2474
Email: mmzs4000@yahoo.com

OBJECTIVE:

Seeking position with a company that will allow me to fully utilize my communication, organizational, and problem solving skills.

EDUCATION:

- B.A. in English Literature 2002-2005
Mamoon College, Baghdad - Iraq

PROFESSIONAL EXPERIENCE:

- **Barkouky Organization, Cairo- Egypt** June 2009- December 2010
Job Title: Office Manager
Job Description:
 - Performed daily administrative duties such as answering all calls, faxing, filing, copying, typing, and composed letters/memos in English & Arabic
 - Responsible for correspondences with all departments/other branches/clients/suppliers
 - Booked traveling arrangements/reservations (rental cars, hotels, etc)for management and staff
 - Recorded minutes of meetings; responsible for follow up on tasks discussed to report status of completion with each department to be submitted to general manager
 - Worked with extensive filing system moving material in & out as well as archiving
 - Arranged General Managers schedule for visitor times
 - Set up daily programs in flexible time slots to account for unexpected meetings and delays but still maintaining set schedules for managers/staff
 - Responsible for daily, weekly, and monthly reports of cost analysis
 - Followed up with all departments to collect results for General Manager
- **Better Home Construction Development (Real Estate) Cairo - Egypt** January 2008 – June 2009
Job Title: Executive Secretary
Job Description:
 - Performed daily administrative duties such as answering incoming calls, faxing, filing, copying, typing, and composed letters in English & Arabic
 - Responsible for all official correspondences
 - Responsible for daily, weekly, and monthly reports
 - Distributed the daily emails & faxes to employees in other departments
 - Recorded the minutes of meetings; saved soft/hard copy of meeting materials and provided follow up on tasks discussed to report status of completion in next meeting
 - Booked traveling arrangements/reservations (rental cars, hotels, etc)for management and staff
 - Worked with Microsoft Outlook to schedule/share appointments with management and other staff; updated schedules depending on priority, urgency, and previously scheduled meetings
 - Followed up with mailed items through DHL or other mail carriers to ensure items were received
 - Provided staff with administrative support on daily basis

- **Iraq-Turkey Chamber of Commerce & Industry**, Baghdad - Iraq 2004 - 2005
Job Title: Office Manager & Translator
Job Description:
 - General administrative work; answered all calls, faxing, filing, emailing, etc.
 - Communicated with clients to assist them as well as resolve any problems or complaints they may have
 - As needed filed formal complaints and followed up with client
 - Communicated with suppliers daily to collect all documents needed (invoices/billing)
 - Responsible for scheduling meetings and appointments
 - Booked traveling arrangements/reservations (rental cars, hotels, etc)for management and staff
 - Recorded the minutes of meetings; saved soft/hard copy of meeting materials

- **Asia Air**, Baghdad - Iraq 2005- 2007
Job Title: Personal Assistant to CEO of Branch
 - General administrative work; answered all calls, faxing, filing, emailing, etc.
 - Maintained CEO's schedule & calendar of appointments
 - Translated documents from Arabic to English or vice versa
 - Followed up on employee attendance
 - Prepared daily/monthly reports regarding departmental achievements
 - Recorded the minutes of meetings; followed up by sending information to all in attendance

COMPUTER SKILLS:

- MS Office 2003 & 2007 (Word, PowerPoint, Excel, Outlook)

ADDITIONAL SKILLS:

- Multilingual in English to Arabic; instant translation/interpretation abilities; can speak some French
- Efficient in tasks, well organized, good time manager
- Great interpersonal skills; work well with others
- Extensive customer service experience & problem solving abilities
- Experience working with diverse cultures & nationalities
- Extensive clerical/administrative work experience & willingness to work in any area needed

REFERENCES: Available Upon Request

Zainab M. R. Jaffar

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Cell Phone: 507-202-2474
Email: mmzs4000@yahoo.com

References

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