

MOHAMMED IMAD

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Nationality: Iraqi | Age: 26

WORK EXPERIENCE:

Project Officer

Mar. 2022 – Present

European Technology and Training Centre (ETTC), Erbil

- Organizing seminars and training courses for governmental and non-governmental organizations, normal and high ranked people
- Communicating with venue providers such as hotels and seminar halls
- Interpreting from Kurdish to English and vice-versa in meetings
- Translating from Kurdish/Arabic to English and vice-versa, as well as translation reviewing
- Communication with trainers, stakeholders, translators and training facility providers
- Supervising and preparing the documentations
- Communicating with stationeries and seminar market places
- Writing and forwarding official letters
- Writing articles for social media

Project Assistant

Sep. 2021 – Mar. 2022

European Technology and Training Centre (ETTC), Erbil

- Assisting in organizing seminars and training courses
- Translating training materials from Kurdish/Arabic to English and Vice-Versa
- Organizing meetings with trainers, translators and stakeholders
- Event preparations
- Preparing training course and seminar documentations
- Writing and forwarding official letters to governmental and non-governmental organizations
- Interpreting from Kurdish to English and vice-versa in meetings

Reintegration Counsellor

Jan. 2021 – Sep. 2021

European Technology and Training Centre (ETTC), Erbil

Monitoring Officer

Jun. 2019 – Jan. 2021

European Technology and Training Centre (ETTC), Erbil

- Implementing and monitoring reintegration cases.
- Business consulting returnees for their success at their reintegration projects.
- Meeting with the returnees and monitoring their situations.
- Purchasing returnees' needs for their reintegration projects.
- Translating meeting forms from Kurdish to English.
- Finalizing reintegration cases, translating invoices and contract documents from Arabic and Kurdish to English.

- Communicating with active businesses, real estate offices and companies.
- Stationaries and paper works.
- Supporting other employees within the organisation.
- Filing documents.
- Supporting the returnees on re-adapting to the society.

Freelance Translator/Interpreter

2017 – Present

- Worked as Guide/Interpreter for a German International Consultant who was an employee of BFZ Org. 1 – 3 May 2019
 Attended all his meetings, and supported him.
 Interpreted from English to Kurdish and vice-versa between him and other participants of the meetings.
 Attended his workshops he had to check, interpreted whatever discussed there.
- Worked as a direct English-Kurdish Interpreter in a workshop conducted by UNDP and Chamber of Commerce. 14 April 2019
 Directly interpreting from Kurdish to English and vice-versa.
 Held all interpretations around the topic.
 Time managed the interpreting.
- Worked as an interpreter in a TOT (Training of Trainers) for Event Management and Customer Service held by BFZ Org. Oct. and Nov. 2018
 I Had the role of a teacher, to make sure the participants got the idea.
 I was as accurate as possible.
 Never let my opinions affect the idea being translated.
 Conveyed the energy the teacher had, for some sort of motivation.
 Delivered all the questions participants asked.
 Had to find the equivalence for every idea.
- Worked as an occasional Translator/Interpreter for a contact in the UK who needed support with translating for Kurdish-speaking refugees there. Throughout 2017 and 2018
 Converting texts and audio recordings in one language to another.

English language Tutor

Nov. 2017 – Present

- Tutor students privately one-to-one.

Public Relations Manager and Accountant

Jan. 2016 – 2018

Simay Rasty Co., Erbil

- Responsible for all the public relations with the companies we were trading with.
- Provided the detailed prices of the goods to the CEO of the company.
- Held calls with the three companies we were buying goods from.
- Took care of the goods until they arrived.
- Kept in touch with the gates of the countries.
- As an Accountant I had to tighten up all the deadlines.

- Kept track of the amount of money owed out to other vendors
- Keeping track of our inventory.
- Cash management.
- Kept all the data up to date.

EDUCATION:

- BA in English Language and Literature
Koya University, Koya, 2018
- High School Diploma
Shinrwe Typical Secondary School, Erbil, 2014

ADDITIONAL QUALIFICATIONS:

- TOT Trainer – Certificate of Life Skills, Marketing, Entrepreneurship, Leadership and Financial Skills trainer.
Islamic Relief NGO, Erbil, March 2019

LANGUAGE SKILLS:

Kurdish: Native

English: Fluent

Arabic: Excellent

VOLUNTEERING:

- TOT (Training of Trainers) Trainer – *Islamic Relief NGO, Erbil* Feb. 2019 – April 2019
Trained refugees in Bahrka Camps 1 and 2
Had several seminars about Life Skills, Time Management and Leadership.
- English language online tutor
Maintained an online free course for spoken English, having 4 students per day for one month.
- Star Students – *Koya University, Koya* Jan – Sept 2017
We took care of the fresh students.
Had activities such as Movie Time, and Culture-related parties.
Collected donations for students in need.

DIGITAL SKILLS:

- Excellent in MS Office (Word, Outlook, Power Point and Excel).
- Excellent knowledge of the social platforms (Facebook, Instagram, Twitter, etc)
- Excellent in Apple applications in Mac and Apple idevices (Pages and Numbers).
- Excellent in using web, searching and emailing.
- Excellent typing skills.
- Proficient in using Microsoft Windows, can manage it easily, problem solving and safety.

OTHER SKILLS:

- Excellent decision maker.
- Quick learner.
- Driving License.
- Can work in multicultural environments.
- Good time management.
- Available to travel.
- Good team player.
- Problem solving.
- Can work under pressure.
- Leadership.
- Flexibility.
- Loyalty and Creativity.

REFERENCES:

Reference is available upon request.