**Shorash Mohammed**

Ahmday Khany Street, Zanko Qr. , Erbil, Kurdistan.

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(0750) 406-6799

**SUMMARY OF KEY STRENGTHS**

* Fluent in English, Kurdish and partially in Arabic with excellent reading and writing skills.
* Experience of working with NGOs.
* Experience in Administration, HR, logistics, Office work.
* Experience with providing customer service.
* Experience with working as a freelance translator.
* Hard worker, reliable, quick learner, good in performance.
* Computer skills in Microsoft word, Excel, Power Point, Publisher, Outlook.
* Holding Driving License.

**WORK EXPERIENCE**

**Koya University, English Department**, Assistant Instructor (Administrative Assistant) Oct 2013- Present

Iraq/Erbil / Koya

* Delivering conversational English Language classes to first-year students twice a week.
* Conducting administrative tasks in office
* Welcoming, greeting government representatives, and VIPs. Moreover, leading them to the Head of the Department.
* Maintaining electronic, paper files, and organizing paper files in filing cabinet.
* Facilities maintenance services and building management.
* Assisting with event planning, including travel and logistical arrangements.
* keeping the whole office tidy by keeping everything where it usually goes.
* conducting inventory tasks regularly at the office.
* Preparing office needs checklist like stationary requirements and all the other needs and also requesting them.
* Conducting exam invigilation duties during the two terms and the final examinations.
* Assisting teaching staff with photocopying documents, exam preparations etc...
* Keeping a direct contact with students, passing their requests to the Head, and also having their problems solved.

**International Medical Corps, Foras Organization** , Job Search FacilitatorNov 2013- May 2014

Iraq/Erbil

* It was a part-time job from (6:00 Pm - 10:00 Pm).
* Registering job seekers and creating accounts for them on Foras Org. Website.
* Willingly helping those who need help with creating C.Vs at my desk in Family Mall.
* Uploading their C.Vs so that they can be viewed and screened for suitability by employers.
* Teaching them strategies about how to apply for suitable vacant positions at Foras job portal.
* Informing them about job placement agencies and letting them know about Foras PSOs to attend.
* Localizing events, taking photos of them, and reporting all these to their headquarters in Baghdad via PDA to facilitate keeping a back-up in their database.

**Mselect, Recruitment and Staffing Agency**, Recruitment Administrator/ConsultantAug 2013- Oct 2013

Iraq/Erbil

* Managing Office work.
* Providing recruitment service to clients and consultancy to candidates.
* Maintaining the admin area / website up-to-date.
* Screening for suitability and short listing C.Vs, and conducting interviews with them.
* Answering office phone calls.
* Scheduling meetings with clients.
* photocopying documents.
* conducting translation tasks.
* Handling various daily tasks and other duties.

**EDUCATION**

**Bachelor Degree in English Language and Literature, Koya University.**  October 2009-July2013

Erbil, Iraq

**QUALIFICATIONS**

**Certification of completion in English Language: Level B2 (Upper-Intermediate), University of Kurdistan-Hawler.**  Jul 2010-Sep2010

Erbil, Iraq

**Honor Certification / Awards**

Graduated with the highest GPA, received Honor Certification along with many awards from Kurdistan Students Association for being the top student in English Department, Koya University.

 September 2009-June2013

**Notice Period**

At most, a week or so.

**REFERENCES**

References are available upon request.