

## ***Curriculum Vitae***

**Applied to: (Administrative Assistant)**

### **Personal information**

**Hozan Mohamad Namiq**

**Gender: female**

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**Mobile: 00964 7702103899**

**Date of birth: 28-07-1989**

**Sulaimany- Kurdistan regional government –Iraq**

### **Academic Qualifications:-**

- **B.Sc. September 2010-2011 , university of Sulaimany – Faculty , (Agriculture science)-**
- **November 2006-2007, Rangeen preparatory school for girls.**

### **Training Courses:-**

- **HR Training Course at (BOHDCB), From (2/Feb/2021), still ongoing.**
- **Digital Marketing Training-Academic certification at (United Arab Emirates)-April 2019**
- **30September, 2005- (Microsoft office word -windows- Ministry of Culture – General Management of Sport & youth.**
- **Summer, 2011, EXCEL sheet course.**
- **17. October 2016, IELTS test Preparation, Sulaimany polytechnic. University (SPU), English language Center (ELC).**
- **3,September,2004, Certificate Of participation in English Course –ACE .Institute.( Elementary course )**
- **12, September, 2005, Certificate Of participation in English Course – ACE .Institute. (Pre-Intermediate course).**

## **Work Experiences:-**

- HR at Qaiwan group Co. From (Nov/2019), (ABC Restaurants Project) as well as marketing Supervisor at the same project (duration : 6 months).
- Marketing Manager & CRM at Matajirgroup Company (For General Trading), From (March/2018-Sep/2020) \* last 10 months was (freelance)
- Nalia CO. For real Investment, from Sales Manager department – Direct selling- Assistant clerk- Assistant Manager - (2012-2016).
- KSC Organization, summer (2008-2010), English teacher, Ages (6-12 )years old.(Summer Courses)

## **Skills & responsibilities:-**

- Active at answer and direct phone calls.
- Active & committed for arranging meeting, setting time & prepare meeting location, announcing & finally preparing report of (minutes of meeting).
- Committed to protect & maintain all data & contact lists.
- Texting & public correspondence memos, letters, faxes and forms onetime.
- Active in preparation of regularly scheduled reports.
- Always study on most Developed system and maintain a filing system.
- Ordering office supplies.
- In deal with different travel agency for Book travel arrangements even in urgent situations.
- Book conference calls, rooms, taxis, couriers, hotels etc.
- Preparing expense reports & forwarding in daily reports.
- Providing general support to all company visitors.
- Providing reports information by answering questions and requests
- Taking all office dictation.

- Research and creates presentations.
- Able to generate reports.
- Able to handle multiple projects & researching for last strategies according to the kind of the project.
- Follow up accounting department & Prepare and monitor invoices.
- Providing information, educational opportunities and experiential growth opportunities to develop administrative staff, skill in Lecturing, trainer, and evaluating staff performance by coordinating with human resource department.
- Careful to material (equipment) if needed & follow up to repairs.
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Maintain professional and technical knowledge.
- Emphasis on teamwork.
- Write letters and emails on behalf of other office staff.
- Cover the reception desk when required.
- Maintain computer and manual filing systems.
- Handle sensitive information in a confidential manner.
- Take accurate minutes of meetings.
- Coordinate office procedures.
- Reply to email, telephone or face to face enquiries.
- Develop and update administrative systems to make them more efficient.
- Resolve administrative problems.
- Receive, sort and distribute the mail.
- Manage staff appointments.
- Oversee and supervise the work of junior staff.
- Maintain up-to-date employee holiday records.
- Follow up needs repairs to office equipment.
- Greet and assist visitors to the office in respect.
- Photocopy and print out documents on behalf of other colleagues.

### **Others positive Points:-**

- Commitment to time work.
- Quick in typing.
- Flexible in taking multi- task when need.
- Flexible & diploma in problem solving.
- Keeping company strategy & facilities as secret.
- Emphasis to teamwork.
- Accuracy at work.
- Patience.

### **Language Skills:**

- Kurdish (Mother language )
- Arabic Strong
- English Strong
- Turkish Weak
- Persia Weak

### **Interested to:-**

- Family
- Travel
- work
- Sport
- Charity
- Learning new language.