

PERSONAL INFORMATION



Heleen Musheer Najman

📍 Duhok , Irak
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Sex Female | Date of birth 04.05.1997 | Nationality Iraqi

WORK EXPERIENCE

- | | |
|------------------------|---|
| 2018 (01.07 – 01.09) | Central public health Duhok, KRG Iraq. |
| 2020 (01.02-01.03) | Emergency Hospital Laboratory Duhok Iraq |
| 09.10.2019 – 05.3.2020 | Training Lab examiner, Sardem laboratory Duhok Iraq <ul style="list-style-type: none"> • Drawing blood. • Working on device (Vidas, fugi, HBA1C, Cobas). • Doing tests. |
| 02.07.2020- 31.7.2023 | Dental assistant, Spee Dental Center, Duhok, KRG Iraq <ul style="list-style-type: none"> • Helping doctor in orthodontics specialization. • Doing calls. • Dealing with Patients. |
| 1.8.2023- Present | Teaching German Language <ul style="list-style-type: none"> • Online course. • Face to Face course. • Helping Student to Succeed in Goethe institute Exam. • Giving Special Curriculum with many of pdfs and Special Methods. |

EDUCATION AND TRAINING

(2015 - 2019)

The University of Duhok (UOD) Chemistry Science... **B.Sc.**

(15/09/2013 -04/09/2015)

Shalin High School Duhok

- High School Diploma
 - Description of the education / course
 - Final grade of: 84.6/100
- Very Good

PERSONAL SKILLS

Mother tongue(s) **Kurdish**

| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
|-------------------|---------------|---------|--------------------|-------------------|---------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| English | B2 | B2 | B2 | B2 | B2 |
| German | B2 | B2 | B2 | B2 | B2 |
| Arabic | C2 | C2 | C1 | C1 | C2 |
| Communication | | | | | |

Levels: A1/2: Basic user - B1/2: Independent user - C1/2
 Proficient user Common European Framework of Reference for Languages

Communication skills ▪ Good communication skills gained through my experience with my co-workers the treating is different with other friends, we should do our works well and my relationship with co-workers was always continued as a teamwork we worked.

Organizational / managerial skills ▪ Leadership & I was a school mediator and I participated on the raising the flag up in the flag days.

Computer skills

Good command of Microsoft Office™ tools

- Microsoft word
- Microsoft Excel
- Microsoft Power point

Other skills

- Team work
- Hard working
- Analytical skills

Driving license ▪ International license for automatic cars. Type B

ADDITIONAL INFORMATION

Honors and awards & Certifications

- 1- Certificate of German language B1 level from Goethe institute.
- 2- Certificate of Completion Work Well program, PLC&GIZ org. for advanced IT-WordPress, and English.
- 3- Certificate of Completion Work Well program, PLC&GIZ org. for IT information and English.
- 4- Certificate of Participation in CV creating in Ruwanga organization.
- 5- Certificate of Completion the Life Skills TOT course in (Weh) Centre.
- 6- Certificate of Completion the psychological First Aid course in (Weh) center.
- 7- Certificate of Participation in leader ship course youth Activities Developing Centre
- 8- KUBO Diploma Certificate of Completion a course in Women Self Defense Techniques.
- 9- Certificate of Participation in the Physics Departments Fifth Fair held in College of Science.
- 10- Certificate of Participation in the Chemistry Department Third Fair held in College of Science.
- 11- Certificate of Participation in The National Campaign for the training course SUCCESS in a Changing World.

References

1- Name: Dr. Shireen Othman Ismael

Head of Chemistry department, University of Duhok, Kurdistan

Region. Email: Shireen.othman@uod.ac

2- Name: prof. Dr. Ghazwan F. Fadhil (FRSC)

PhD. Assistant Professor, Department of Chemistry, University of Duhok, Kurdistan Region.

Email: ghazwan.fadhil@uod.ac

