*Jihan Jalal Khalaf (CV)*



# Phone Number : +964(0) 7501864008

* **Email :** **jyhanjlal2@gmail.com** **Objective**

**The purpose of this CV is to inquire about any available positions within your organization using my specialties and training. I am a reliable person whose work includes social humanitarian work in which I’ve devoted my full attention. My passion is to assist people and help them realize their full potential.**

**Education**

 **Graduated from High School**


# Skills

* **Personal skills**
	+ High skill in speaking and writing to express ideas clearly and tactfully.
	+ Flexibility in dealing with emergency stories and following up on their details.
	+ The ability to conduct media research and public opinion polls, through field surveys
	+ Critical thinking skills, and sound thinking.
	+ Present ideas in a smooth, simple, and correct way.
	+ Ability to write reports.
	+ Endure problems and difficulties.
	+ The ability to work hours and work late. skills and sound thinking.
	+ Open-minded Experimenter
	+ Ambitious and hard worker and high working load and working under pressure.
	+ Planning and organizing.
	+ Data collection.
	+ Attention to details.
	+ Conﬁdentiality.
	+ Administrative skills.

# Languages skills:

* **Computer skills:**
	+ Microsoft Office-Word.

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| **Language** | **Speaking** | **Writing** | **Reading** |
| **Kurdish** | Mother tongue | Excellent | Excellent |
| **Arabic** | Good | Very good | Very good |
| **English** | Moderate | Moderate |  Moderate |

* + Microsoft Office-PowerPoint
	+ Microsoft Office-Excel
	+ Using internet as a source for information

**Work Experience**

* + - Worked with Red Crescent as a volunteer.



 Course

* Continued participating a computer course for a month with Harikar NGO.