

Banel m. Benjamin

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📍 Duhok, Iraq

SUMMARY

A highly motivated person, I am looking to work in a place with a positive, dynamic, and stable nature which has a healatmosphere where I can use my experience and will inspire me to enhance my skills.

EXPERIENCE

01/2020 - 06/2020

IT Assistant

Nineveh Center for Minority Rights (NCRM).

- Keeping up with Staff records.
- IT Budget Planning as per IT Policy and Instructions received.
- Cleaning of technical equipment.
- Providing technical assistance with equipment operation.

04/2021 - 09/2021

Film/ Video editor

USAID (ICRI Project) and implemented by Nineveh Center for Minority Rights (Rehabilitation of Two schools in Wana Sub-district – Telkaif District).

- Rendering
- Transition between clips and images
- Text effects (Animation)
- Slow Motioning and Fast Motioning

10/2020 - 11/2020

Film/ Video editor

USAID (ICRI Project) and implemented by Nineveh Center for Minority Rights (Cleaning of threeWater Channels in Telkaif, Batnaya and Telesquf).

- Rendering
- Transition between clips and images
- Text effects (Animation)
- Slow Motioning and Fast Motioning

07/2020 - 12/2020

IT Administrator

Nineveh Center for Minority Rights (NCRM).

- Upgrading, installing and configuring new hardware and software to meet company objectives.
- Documenting processes, as well as backing up and archiving data.
- Supervising and mentoring IT department employees, as well as providing IT support.
- Keeping up to date with advancements and best practices in IT administration.

EDUCATION

2021

[Bachelor's Degree in Computer science - \(University of Nawroz - College of Computer scienceand IT\)](#)

University Of Nawroz

Bachelor's Degree

SKILLS

Microsoft Excel	Advanced	Data Management	Advanced
Microsoft Word	Advanced	Programming (C#)	Advanced
Microsoft PowerPoint	Advanced	Video Editing(FilmoraX)	Advanced
Microsoft Outlook	Advanced	Graphic Design (Photoshop)	Intermediate
IT	Expert	3D modeling(Maya)	Intermediate
Data entry	Expert	Computer Hardware	Intermediate

PERSONAL SKILLS

- **Willingness to learn**
Ability to change with practice
- **Thinking skills (problem solving and decision making)**
Thinking quickly to respond to sudden changes in circumstances.
- **Teamwork**
Ability to work with a team and be a team leader.
- **Volunteering**
Always the first to volunteer for a project.
- **Focusing**
Always focused on quality and consistency.
- **Active listening**
Actively listening to the opinions of others.
- **Communication**
Adapting tone, language and style for different situations.

LANGUAGES

English	Fluent	kurdish	Fluent
Arabic	Fluent	Assyrian	Native