



# YOUSIF MUNIR BUTRUS



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## WORK EXPERIENCE

### Language Center

Salahaddin University, Erbil, Iraq

Worked on website development using WordPress and assisted with content updates and layout customization.

Designed digital materials using Photoshop, Illustrator, and InDesign for internal use.

Collaborated with the team on improving UI/UX for language center web pages.

### Front Desk Agent / Receptionist

Noble Hotel, Erbil, Iraq  
March 2022 – May 2024

Greeted and assisted guests with check-in, check-out, and reservation processes.

Managed front desk operations and maintained accurate guest records.

Handled phone inquiries and provided information about hotel services and local attractions.

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## CERTIFICATIONS AND TRAINING:

- Human resources Certification.
- ICDL Certification.
- Upper intermediate English Certification
- Certification in portfolio website creation.

## EDUCATION

Akito high school  
class of 2021

Catholic University in Erbil-Collage  
of Information Technology  
class of 2025

## SKILLS

- Strong communication and teamwork skills, both written and verbal.
- Proficient in Microsoft Office applications (Excel, Word, PowerPoint) and IT-related software.
- Excellent problem-solving, organization, and attention to detail.

## LANGUAGE

- Arabic: native(Reading, Writing, Speaking).
- English: advanced(Reading, Writing, Speaking).
- Kurdish: intermediate(Reading , writing, Speaking).