

# Dastan Mohammed Karim

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in Dastan Mohammed

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## Employment History

June. 2021 – Mar. 2024 ····

### Leo Institute: Company Admin.

Leo Institute was a language school, it was my second home. at Leo I have worked as it was my personal business, I started as an English teacher from June 2021 to September 2021, I recalled to teach more courses online which I have done that till last week in the company. During that time, my suggestions, ideas, and creativity took me to more opportunity which was to work as company's admin where I was responsible for Managing calendar, scheduling classes and teachers, tracking records, Leo's representative for communication, responsible for course enrollment and took a part in financial tasks. beside these roles I have supported teachers by providing assistance in materials, classroom teaching and technical skills. as well as I have always motivated my team to keep the performance. At my second year until my last 4 months I was alone have done all these jobs without any observed mistakes.

Jan. 2020 – May. 2021

### Kani bakhi: Head of Operation.

As my first professional job, it was invaluable for me to gain much experience in work environment and how to deal with invoices, data, quality and performance, work load, tracking, and handling customers. At first I started as regular employee but my knowledge and detailing got myself promoted. During the last 4 months working there, I have designed a management database system for tracking the orders and our clients were could see the tracking as well as since it was an online based. please note that, I have only designed the system structure.

### Sarkawtin Institute - Runaki Institute: English teacher.

As a volunteer English teacher with a pre-designed curriculum, I implemented structured lesson plans focusing on language skills such as speaking, reading, listening and writing. I've guide students through the provided material, ensuring they grasp key concepts and engage actively in learning activities. it was a summer job for students that came from different city areas but mostly from low-income families. In the mornings I worked in Sarkawtin Institute, and in the afternoons I was at Runaki Institute.

## Education

2024 - Present

■ **Master of Engineering, Gisma University of Applied Science** Computer Science. Currently have done my Pre-master with a 3 projects including a Mini-research, Web developement project, Project management project.

2017 – 2022

■ **Bachelor of Arts, University of Sulaimani** English Language and Literature  
Thesis title: *Congratulation speech in Kurdish language comparing to English language contextually.*

## Education (continued)

2014 – 2017



**High School, Sarwari** Literacy school.

I have studied, Geography, History, Economy, management, Psychology, Math, Arabic - Kurdish - English languages, religion.

## Skills

Languages



Kurdish - Native  
English - Advanced  
German - Basic  
Arabic - Conversational  
Spanish - Basic

Coding



Scratch, ARRAYS, C Algorithms, Memory, Data Structure.

Web Coding



HTML, CSS, Java Script.

In learning



Python, SQL, PHP, jQuery, NodeJS, ExpressJS, MongoDB.

Programs



Visual Studio code, Android studio, GitHub, Git.

Soft Skills



Creativity, collaboration, Attention to detail, Risk Management, Empathy, Flexibility, Strategic Planning and lastly patient.

## Projects and Publications

### Publications

March 2024



**Personal Portfolio**, User Experience design, User Interface design, Web coding implementation.

July 2024



**Mini Research**, Artificial Intelligence and Chatbots in Language Education



**Complete Project management documentation**, Establishing new language school with European framework alignment.

May 2022



**Bachelor Research**, Congratulation speech in Kurdish language comparing to English language contextually.

2020 - 2021



**English - Kurdish Translation**, 12 Hollywood movies, and 2 series for a legal movie streaming website.

### Certification

2024



**Certification of Appreciation**. Awarded by Leo Institute.

2021



**Certification of Appreciation**. Awarded by Kani Bakhi Company.



**Certification of Complete**. Awarded by Re-coded for completing foundational course on UI UX design.



**Certification of Complete**. Awarded by Udemy for completing foundational course on Graphic designing using Adobe Photoshop.

## References

Available on Request