

ILHAM SAROK



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07510201595

March 2022-Current-- Unemployed

PROFESSIONAL EXPERIENCE

Modern Litho Printing company Kansas City MO April 2019- March 2022

(Shipping clerk, customer service, Promoted to Billing)

Henry Wurst Company Kansas City MO (Sep 2016– April 2019)

Picking Packing, Operator 3, Promoted to Distribution Specialist

US Consulate, Erbil Iraq (May 2012 – May 2016)

(Interpreter, Administrative duties in finance department, Admin Clerk, Promoted to Community Liaison Assistant)

Recruiting, interpreting, data entry, payroll submission of 140 and above employees.

Carrefour Hypermarket, Erbil Iraq (February 2012 – April 2012)

Supervisor for after sales

Supervised four people, working on proprietary logistics software programs, calling suppliers arranging customers delivery, and having direct contact with customers, and problem solving

Rosin Medical Center, Erbil Iraq (July 2009 – February 2012)

Receptionist, Doctor Assistant

Coordinating appointments, answering phone calls, assisting doctor with patients, filling, and data entry.

EDUCATION, Erbil, Iraq

Medical institute department dental prosthetics, September 2011, graduated being the 8th from top ten students

Private Nilufer Girls College High school, September 2009, graduated with average of 64%

ADDITIONAL SKILLS

Bilingual with English, Arabic, Turkish, Kurdish, Assyrian, Have TOEFL course certificate, And I have franklin award for working above and beyond call of duty. Experience with MS Excel and data entry skills.

REFERENCES

Loperena, Alonso G LoperenaAG@state.gov +1-619-392-2064 / +81-090-54300381

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