

Andrew Polus



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(770) 821-0226



ANKAWA- ERBIL

WORK EXPERIENCE

January 2019 - April 2019 Touristic consultant	Best step - real estate / Erbil Convince customers & explain IVOS to them
July 2015 - November 2015 Worker	Sanita Company / Erbil Packaging - arrange boxes
January 2015 – January 2015 Communication Officer	DHL / Ankawa - Erbil Calling customers - arrange packages

EDUCATION

2012 – 2017	University of Mosul / Mosul
Bachelor of Basic Education - Biology	

CERTIFICATES

- Basic English & IT from Work Well Program awarded by Preemptive Love and GIZ.
- Data analysis & Micro Work from Work Well Program awarded by Preemptive Love and GIZ.
- International Vacation Ownership System (IVOS) awarded by Best step Company.
- Microsoft Office awarded by Kurdistan Capital Institute / Ankawa.
- IT awarded by Social Academic Center / Ankawa.

LANGUAGES

Assyrian – Native Language

Arabic – Fluent

English – Perfect

PROFILE

I am ambition & creative person.
Dependable person who is great at time management.
always energetic and eager to learn new skills.
I have experience working as part of a team and individually.
always on time for organised events, work-related or otherwise.

SKILLS

1. Technical
 - Data Analysis
 - Data Entry
 - Teaching
 - IT
 - Writing
 - accuracy
 - Labeling Images
 - Emailing
 - CV creator
2. Soft
 - Communication skills
 - Teamwork
 - Time Management
 - Presentation
 - Work under pressure
 - Creativity
 - Work over Time
3. Computer
 - MS (Word .Excel .Power Point)
 - Prezi
 - Label websites (Label me .Via. hasty.ai)
 - Google (drive. Sheet. Docs)
 - Photoshop (business card, brochure, logo)