

AHMAD MAHDE JAWHER

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EXPERIENCE

2018 - 2019

MANAGER, TAMAN REAL ESTATE

Manage facilities maintenance, collect rent, find renters when properties are vacant and handle contracts.

2017– 2018

SUPERVISOR, ERBIL FITNESS CLUB

Ensure the fitness instructor and every staff member doing their work responsibly and doing their duties effectively. Making sure reception and maintenance services are up and running in the club, taking members' complaints and deliver report to the manager.

2016– 2017

HR MANAGEMENT, ERBIL FITNESS CLUB

- recruiting, training and supervising staff
- managing budgets
- keeping financial records
- maintaining fitness equipment
- maintaining customer service standards
- undertaking administrative tasks
- promoting and marketing the business
- dealing with enquiries, complaints and emergencies.

EDUCATION

2019 JUNE

BSC ENGINEERING, CHIAN UNIVERSITY - ERBIL

Networking and Programming languages.

2016 - 2017

WORLD WIDE BUSINESS MANAGEMENT, SPARK ORGANIZATION – ERBIL

Successfully completed the course entrepreneurship at ww b world wide business management

2015 – 2016

LANGUAGE CENTER, BRITISH INTERNATIONAL INSTITUE – ERBIL

Intermediate level English language course

2015 – 2016

LANGUAGE CENTER, BRITISH INTERNATIONAL INSTITUE – ERBIL

Elementary level English language course

OFFICE AND IT SKILLS

- Problem Solving Skills: using appropriate tools and means to solve problems.
- Microsoft Office: Word, Excel and Access.
- Customer Service: dealing with customers in a professional manner.
- Adaptable: working with time shift changes and office environment smoothly.
- Accuracy and Attention to Detail
- Telephone skills: dealing with customer calls professionally.
- Relationship management: able to manage relationships based on respect for each other and mutual trust.
- Handle Pressure

LANGUAGE SKILLS

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|----------------------------|---------------------------------|
| • Kurdish: Fluently | [Reading, Writing and speaking] |
| • Arabic: Fluently | [Reading, Writing and speaking] |
| • English: Good | [Reading, Writing and speaking] |
| • Turkish: Good | [Reading, Writing and speaking] |

INTERPERSONAL SKILLS

Familiar to deal with workplace etiquette, positive attitude, collaboration, body language and work ethics.

ACTIVITIES AND HOBBIES

Swimming, Football, Travelling and exploring cultures.