
ZHINO SALAM KAREEM

Erbil, Newroz • +(964) 750 536 1079 • Zhinosalam188@gmail.com
in [LinkedIn: linkedin.com/in/zhinosalam/](https://www.linkedin.com/in/zhinosalam/) • [GitHub: github.com/Zhinoo](https://github.com/Zhinoo)

Summary

Trusted administrative assistant with +2 Years experience and a degree in Business administration. Performed general office administrative duties as well as coordinated schedules, plans, and daily operations for important corporate executives. Detail-oriented and very well organized. Skills include a high degree of confidentiality, being a fast learner, a quick thinker, appointment management, superb internal and external communication, and advanced experience with Microsoft Excel.

Work experience

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| 3-2021 - 6-2021 | <p>Freelancer</p> <p><i>Gaza sky geeks</i></p> <ul style="list-style-type: none">• Top 10 Freelancer on the program in KRG• Worked on team projects for services to clients• worked with foreign clients for writing and translating |
| 1-2021 - 3-2021 | <p>User Acceptable Tester</p> <p><i>PREEMPATIVE LOVE</i></p> <ul style="list-style-type: none">• Testing to identify bugs and technical issues before and after deploying.• Fixed bugs in existing websites and assisted clients in fixing problems in their website functions from the backend• Documenting bug reports, tickets. |
| 8-2020 - 1-2021 | <p>Trainee</p> <p><i>EMPACT PROJECT</i></p> <ul style="list-style-type: none">• Trainee And completed MS Project such as(World, PowerPoint, and Excel)• Attended professional development technology courses to increase the knowledge base and learn new information.• Implementing web design and development principles to build stable software.• Building websites that are responsive and usable.• Bringing mock-ups to life using HTML, CSS, JavaScript. |
| 6-2020 - 12-2020 | <p>Trainee</p> <p><i>Workwell Program</i></p> <ul style="list-style-type: none">• Scheduled appointments, wrote reports, and processed correspondence• Wrote confidential memos and emails for senior executives• Scheduled and coordinated meetings, presentations• Planned, implemented, and tracked sales and marketing strategies to promote brand products. |

Voluntee experience

- | | |
|------------------|---|
| 6-2019 - 12-2019 | <p>Accountant</p> <p><i>MINISTRY OF ENDOWMENTS & RELIGIOUS AFFAIRS</i></p> <ul style="list-style-type: none">• Providing support to the Accounting Department• Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.• Handling communications with clients and vendors via phone, email, and in-person |
|------------------|---|

Education

10-2021 - 1-2022	<p>We Code - Online Bootcamp</p> <p><i>Rwanga Foundation</i></p> <ul style="list-style-type: none">• Designing icon and product page tools• Designed applications that satisfied user and business goals <p>https://www.behance.net/gallery/134535859/Adopting-website</p>
3-2021 - 8-2021	<p>Re:Coded, Online Immersive Bootcamp</p> <p><i>Re:coded</i></p> <ul style="list-style-type: none">• Front End Web Development: HTML/CSS, JavaScript, React.• 5 months of project-based learning + coding, with 400+ hours of curriculum and a simulated client project. <p>https://capstone-project-kurdistan-animal-sanctuary.vercel.app/</p>
2015 - 2019	<p>bachelor of Business administration</p> <p><i>Lebanese French university</i></p> <p>Accounting, finance, project management</p>

Soft Skills

- Negotiation
- Communication
- Creative thinking
- Positive attitude
- Self-motivated
- Teamwork
- Working under pressure

Skills

Emailing



Microsoft Office(Word, Excel and power point)



Figma



Adobe XD



Google application(Google forms, Google sheet, Google Docs, and Google Meet).



Slack



Technical Skills

- Data entry
- Researching
- Pivot table
- Pivot charts
- Interactive dashboard
- Image collection
- Micro Tasks (segmentation, annotation).

Skills

Kurdish



English



Arabic



Turkish



License

- Member of accountants& Auditors syndicate.
- Driving license.

Awards and Certificate

- Certificate of completion of Microwork Analysis and practicing English from WorkWell Program Awarded by Preemptive Love.
- Certificate of completion of Basic IT and practicing English from WorkWell Program Awarded by Preemptive Love.
- Certification for outstanding performance Self-motivation awarded by preemptive love.
- Certification for outstanding performance problem-solving awarded by preemptive love.
- Certification for outstanding performance positive attitude awarded by preemptive love
- Certification for completion of freelancing and consulting from WorkWell program awarded by preemptive love.
- Certification of completion is the first step in Negotiation awarded by Nonprofit ready.
- Certification of completion Negotiation The best solution awarded by Nonprofit ready.
- Certification of completion Do we have a Failure to communicate? Awarded by Nonprofit ready.
- Certification of completion Handling Team Conflict awarded by Nonprofit ready.
- Certificate of completion Financial Management Essentials Certificate Program awarded by Nonprofit ready.
- Certificate of completion freelancer mentorship program awarded by Gaza sky geeks and mercy corps.
- Certificate of completion Front-end web developer Bootcamp awarded by Re:coded.
- Certificate of completion UI/UX trining Bootcamp awarded by Rwanga Foundation.