

Niaz **Khalid** Mustafa



Education

Bachelor degree in Law at College of Law, Salahadin University - Erbil, 2010.

Certifications

- (PESA - Protection from Sexual Exploitation and Abuse), NCC Iraq Office.
- (NGO's Basic Security Management), INSO Iraq Office.
- (Election Monitoring Training), National Democratic Institute for International Affairs NDI, Iraq Office.

Skills

- Computer (Hardware & Software)
- Office Management
- Procurement
- Data Entry
- Warehouse Management
- Cashier
- Salesman
- Customer Services
- Logistic & Transportation
- Operation
- Representing company at Government.
- Financial transaction and banking matters.
- Emailing & Typing.

Personal Information

Address : Iraq - Erbil Province - Mantkawa Qr

Date of Birth : 1978

Gender : Male

Nationality : Iraqi

Mobile No & WhatsApp & Viber & Telegram :

+ 964 750 482 1216

E-mail Address : niaz.khalid@yahoo.com

Skype Address : niazkhalid78

Languages

Kurdish :-

Read	Native	Write	Native	Speak	Native
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Arabic :-

Read	Fluency	Write	Fluency	Speak	Fluency
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English :-

Read	Very Good	Write	Very Good	Speak	Advance
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Computer Skills

Microsoft Windows, Word, Excel, PowerPoint, Photoshop, Printing, Scanning, Formatting Computer, Fixing Desktop Computer.

Other Personal Skills

I am a type of person who :-

- Ready and available to work at holidays, weekend and overtime (if necessary).
- Discipline, Punctuality, Flexibility and Enthusiastic in the work.
- Good team player.
- Problem Resolving.
- Working under pressure.
- Willingness to up skill.
- Interpersonal skills.
- Always I am ready to assist my colleagues if they need me.
- Drive to the results.
- Honesty and Integrity at work

Employment Background Details

No	Job Title	Places	Period of Work
1	Admin and Company Lawyer	Black Wolf Company for Security services and Personal Protection Ltd.	2021 - 2023
2	Transportation, Logistic, Plus Office Operation.	War Child Canada - Iraq Branch (International NGO)	2017 - 2021
3	Admin and Company Lawyer	Bahez Light Company for General Trading and Electrical Equipment.Ltd	2013 - 2017
4	Cashier, Finance Assistant, Plus Salesman and Storekeeper	Grishim Power Company for General Trading and Electrical Equipment.Ltd	2010 - 2013
5	IT , Data Entry and Maintenance of computers	Commission to resolve land ownership disputes in Iraq - Erbil branch	2008 - 2010
6	Price Monitor & Customer Services (<i>part time</i>)	ANKA Company for Agricultural .Ltd	2006 - 2010
7	Data Entry	USAID \ ARDI	2006
8	Assistant department head of information and technology	Supreme Commission for Elections in Iraq - Erbil office	2005
9	IT technician	Mayor ship of Municipality Erbil	2004
10	Driver with <i>Italian</i> TV Staff (Rai Uno and Rai Due) during the War between Iraq and USA	Traveling to Erbil, Sulaimany, Mosul, Kirkuk, Tikrit	2003
11	Owner of trade office	Niaz for Computer Services	2001 - 2006
12	Transportation and Distributing	UNFAW	1997 - 2001

**Note **

Also I am Lawyer, and I am a member of Kurdistan Bar Association that will be very helpful to company for representing company and following up any procedures at KRG Offices that related to the company, such us : Taxation office, Social Insurance, Foreign Residency Office, Company Registration, and all offices at KRG.