

# HARDI HIWA MUSTAFA

Background : IT specialist & Admin Officer

Applying Position : Open



Twimalik  
sulaymaniyah



01.06.1997



07700808176

hardi.hiwa99@gmail.com



## EDUCATION

09.2016 - 06.2020

**university of sulaimani college of commerce**  
bachelor's in Information Technology

## EXPERIENCE

10.2020 - 12.2020

**Pioneer.co pharmaceutical company**

- \* Operator in SVP department on inspection machine ( glass ampoule ).
- \* Recording and inserting incoming and outgoing products from the Logistic to ERP system .
- \* Preparing daily and work operation report for the manager about the packaging Unit .

04.2018 - 10.2020

**freelance work**

- \* System data presenter and data visualizer.
- \* System Assistant database administrator.

01.2017 - 03.2020

**freelance work**

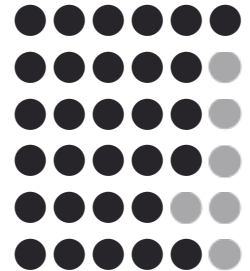
- \* Database data entry and data analysis .

## SKILLS

- ✓ good researcher and fast learning for new responsibility
- ✓ verbal communication and HR Management skills
- ✓ Can work independently or as part of a team
- ✓ Part of a team to design new office procedures
- ✓ Compiled and edited comprehensive monthly activity reports & procurement product for managing work

## SOFTWARE SKILLS

- Expert in Microsoft Office Program
- Java programming language
- ERP system & Microsoft Power BI
- Database system
- Web design program
- Networking design



## PERSONALITY

- ✓ Communicative
- ✓ Organized
- ✓ listen as much speaking
- ✓ Creativity
- ✓ Working Ethically
- ✓ punctuality

## LANGUAGES

- Kurdish
- English
- Arabic



## HOBBIES



Coding



Technology



Management



Science



Read



Analysis

## QUALIFICATION / CERTIFICATION

- worked at Kurdtel telecommunication company for one month during college summer internships
- International Certificate in ( Fundamentals of digital marketing ) Arabic from Google Digital Garage certificated ID : A7X 243 VX7
- Cisco certificated Network academy Introduction to IoT technology ( September 2020 )
- American Corner HR Management training certification

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