
ARKAN SULAIMAN KAREEM

Date of Birth: 1. Jan .1993 | Marital Status: Single

Tel: + 9647504274791 | arkansleman60@gmail.com

Erbil, Iraq

Self-Statement

I am energetic, flexible and ambitious person, ready to approach any task that I am required to undertake, or situation that I am presented with. I am hard-working and punctual, well-organized and able to work under pressure.

EDUCATION

Bachelor's Degree in German Language (2013-2018).
Salahaddin University – College of Languages, Kurdistan Region, Iraq.

Work History

GIZ Agency - GMAC

Volunteer // Erbil, Iraq // April 2019 to Present

- Registering attendances (By phone).
- Printing Certificates and Activities.
- Assisting in the Workshops.
- Photography duties during the workshops.

University of Languages – German Language Dep. (Internship)

Admin Assistant // Erbil, Iraq // December 2018 to April 2019

- Manage office supplies stock and place orders.
- Update the department's databases.
- Organize a filing system for important university documents.
- Answer queries by employees and students.
- Assisting in the Computer Labs.

Hawary Group (Amusement Park)

Worker // Erbil, Iraq // September 2014 to April 2016

- Provide information about facilities, entertainment options, and rules and regulations.
- Monitor activities to ensure adherence to rules and safety procedures and arrange for the removal of unruly patrons.
- Sell tickets and collect fees from customers.
- Keep informed of shut-down and emergency evacuation procedures.

LC Waikiki Store (Part Time)

Sales Associate // Erbil, Iraq // June 2013 to August 2014

- Represent the brand by maximizing and contributing to the sales within the store.
- Greet the customers and assist them in selecting the right product.
- Convert the window shoppers to ultimate buyers.
- Helping in changing the Doll's Clothes on daily or weekly basis.

Trainings and Certificates:

TOT in (Financial skills for Business, Life skills, Career readiness & employment, Creative thinking, Advocacy, Leadership)

By (Islamic Relief Iraq und German Org.)

(April-May 2019)
(Erbil, Iraq)

(Improving Employability Skills Workshop)

By (GIZ, GMAC Org.)

(March 2019)
(Erbil, Iraq)

(Employment Promotion Training Course)

By (ETTC German Org.)

(November 2018)
(Erbil, Iraq)

(Job Hunting Workshop)

By (Qandil Swedish Org.)

(October 2018)
(Erbil, Iraq)

(Aggression Replacement Training)

By (Qandil Swedish Org.)

(July 2018)
(Erbil, Iraq)

(languages build bridges – Summer Training)

By (University of Leipzig)

(July- August 2015)
(Leipzig, Germany)

Skills

- **Languages:** Native Kurdish, very good German, Basic Command in Arabic and English
- **Microsoft Office:** Excel, Word and PowerPoint.
- Fast learner, Skilled multi-tasker, Teamwork skills.

-----References available upon request--