

Tarek Alkhayer



Erbil, Mastufi
Near The General Directorate of Education

t: +964 7714215802
e: Tarek.jawad.alkhayer@gmail.com

ABOUT ME

*Life is an art of observation. It's about finding something interesting in an ordinary place
I am a tech-head who powered his skills with the force of Marketing
I love to bring ideas to life with the touch of great design, tech, strategy.
I'm a challenge taker who loves
to keep trying till the last hour to win the challenge.*

PREFERRED POSITION



- IT support specialist
- Marketing specialist
- Graphic designer
- Sales representative
- CC representaive
- HR recruiter (need an OJT)
- HR assistant (need an OJT)

EXPERIENCE



CREDIT & COLLECTION REPRESENTAIVE

Syriatel Mobile network provider | 2019

- Keeping track of assigned accounts to identify outstanding debts
- Planning course of action to recover outstanding payments
- Locating and contacting debtors to inquire of their payment status

CONTACT CENTER REPRESENTAIVE

Syriatel Mobile network provider | 2018 - 2019

- Answer customers' calls and respond to their inquiries
- Respond to customers on social media platforms
- Promot and sell Syriatel product and services

E-MARKETING

Freelancer | 2010 - Present

- SEO - SMO - ORM - SEM
- E-Marketing for personal websites
- E-Marketing for many Online companies
- E-Marketing for many Facebook pages and YouTube channels

MANGER OF COMPUTER SHOP

Tarek Pro hi Tech services | 2014 - 2017

- Selling PC parts and services
- I am an expert in computer maintenance
- Online trade
- Very good skills with moding Android OS and Apps

SUPERVISOR

OBKO gaming center | 2017 - 2018

- Super gaming center opens 24/24
- 30 Pcs, 7 ps4, 2 VR ps4, 18 employees

GRAPHIC DESINGER

Freelancer Designer | 2009 - Present

- Many designs for local companies
- A lot of designs Online
- Logos, Banners, Slogans
- Web Designs, Creative Designs



EDUCATION

BACCALAUREATE CERTIFICATE HIGH SCHOOL DIPLOMA

Syrian Ministry of Education | 2010-2011
Providing education and training : Syrian official Schools

BACHELOR DEGREE IN MARKETING & MANAGEMENT

Tishreen University/Faculty of Economics | 2019



TRAINING

SYRIATEL INTERNSHIP PROGRAM

Syriatel Mobile network provider | 2017

BUSINESS AWARENESS PROGRAM

The Syria Trust for Development | 2011

SELF LEARNING ONLINE

i am a Fast learner who know's how to use the Internet



LANGUAGES



MOTHER TONGUE :

- Arabic

OTHER LANGUAGE :

- | | |
|-------------------------|-------------------------|
| • English : | • Kurdish : |
| • Understanding : ●●●●● | • Understanding : ●●●●● |
| • Speaking : ●●●●● | • Speaking : ●●●●● |
| • Writing : ●●●●● | • Writing : ●●●●● |



HOBBIES

PHOTOGRAPHY - PLAYING CLASSIC GUITAR

SWIMMING, RUNNING, CAMPING, PARTYING

PROGRAMING (PHP, MY SQL, CSS, HTML)

GAMING (PRO GAMER SINCE 2005)