**Name: Tishk Idris Aziz**

**Current Address: Erbil**

**DOB: July 7 1997**

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**SUMMARY**

A commercially astute strategic leader with extensive knowledge of marketing industry and administration. And managing diverse teams to achieve their potential. Key skills include building productive relationships, decision making, training, coaching, communication, business development and planning. Looking for a challenging position in reputable company that gives me the chance to enhance my professional experience and allows me to apply my skills to maximum efficiency and effectiveness.

**EDUCATION**

* Bachelor’s Degree in Business Management & Administration, Kurdistan Business School (University of Kurdistan Hawler), 2018.
* High School Diploma, International School of Choueifat, 2014.

**WORK EXPERIENCE**

**Business Support Assistant**

**Federal Group**

**1st of March – 1st of August 2020**

**Responsibilities:**

* Preparation of tenders
* Day to day tasks
* Contract preparations
* Briefly review tender contracts in order to prepare the tenders
* HR support

**Junior Marketing (Paid Internship)**

**British American Tobacco(BAT), Erbil, Iraq**

**9th of June 2019 – 1st of November 2019**

**Responsibilities:**

* Daily check up on the BAs interacting with consumers in order to increase awareness, trials and meet the target.
* Meeting with distributors on a monthly basis to monitor the overall performance.
* Market visits in the region to check on the products and its visibility.
* Weekly check up with TMMs and evaluate any problems in order to solve them.
* Checking daily sales report for stock count.
* Modify different types of methods to Engage more with the consumers.
* Monthly meeting with the BAs in order to evaluate their performance and aid them to achieve their monthly targets.

**Academic Quality Controller Assistant & Administration Assistant**

**International School of Choueifat, Dream City, Erbil, Iraq**

**Sep 2018- June 2019**

**Responsibilities:**

* Meet with students’ guardians privately in order to give them general information on how the student is doing inside and outside the school concerning the students or their academic grades and what the problems may be and resolve the problems in a professional and efficient manner.
* Listen to parents complaints in order to understand the problems inside the school.
* Responsible for filing students’ exams.
* Insure that the teachers are teaching in a professional manner and are covering the materials.
* Insure that the students are doing well academic wise and if not, inform the parents and how they can resolve the issue.
* Responsible to meet with clients, partners or sponsors for different types of events held by the school.
* Mark and control students’ exams.
* Planning for the students’ exams, teachers’ lesson plans and meetings with the parents before they arrive.

**Social Media Specialist**

**Enlightors Digital Marketing Company, Erbil, Iraq**

**Feb – June 2017**

**Responsibilities:**

* Post the requested posts on an organization’s or company’s social media on the time requested.
* Set up a timetable on when to post for each client.
* Creating Social Media Marketing strategies

**Sales and Marketing Executive**

**Enlightors Digital Marketing Company, Erbil, Iraq**

**Feb – june2017**

**Responsibilities:**

* Research online about the most modern types of digital or online marketing.
* Create a detailed PowerPoint for the potential clients about the services.
* Provide more information about the services and different types of packages.
* Create a timeline for when to meet the clients.
* One on one communication with potential clients to provide a more detailed idea about the services and the best types of digital marketing for that specific organization or company.
* Follow up with potential clients.
* Retrieve information about the businesses in the KRG and their sectors.
* Analyze monthly revenues and expenses.

**Sales Person**

**Gatherton Company 2016 (part time), Erbil, Iraq**

**Jan – march 2017**

**Responsibilities:**

* Contact companies to be sponsors for a variety of events.
* Contact clients for the events.

**Sales and Advertising Manager**

**Esporta Fitness Center, Erbil, Iraq**

**June 2015- Feb 2017**

**Responsibilities:**

* Create monthly offers on membership types.
* Create offers for the products sold at the gym such as supplements.
* Communicate with suppliers such as oil supply, machines and etc.
* Designing a variety of ways to advertise for the gym and implement it such as brochures and online advertising.

**Receptionist and Trainer**

**Esporta Fitness Center, Erbil, Iraq**

**June 2015- Feb 2017**

**Responsibilities:**

* Meet and communicate with customers on a daily basis.
* Provide information about the gym, membership varieties and the prices.
* Listen to customer complaints and provide a better service and product.
* One to One training with clients.
* Help customers on how to properly do the exercises.
* Close the money account at the end of the day.
* Provide information, complaints and the financial status to the CEOs on a daily basis.

**Translator**

**Law firms, Erbil, Iraq**

**June 2014 - Oct 2016**

**Responsibilities:**

* Translate cases and documents from Kurdish to English.

**VOLUNTEERING WORKS**

**-My City Project with Choueifat and KRG, Erbil, Iraq - 2017- Present**

**Responsibilities:**

* Food distribution during Ramadan time for the people that could not afford or were ill.
* Planting trees around Erbil city to increase awareness on environmental pollution.
* Recruiter for drunk driving awareness campaign with families who have lost their beloved ones with Rwanga.

**-Charity Event Choueifat for the Refugees, Erbil, Iraq - 2014**

**Responsibilities:**

* Recruit members of the saga team to distribute foods and clothes.
* communicate with the refugees to understand their situation.
* Find people to donate their items to the refugees.

**-Managed the Open Day Choueifat, Erbil, Iraq 2013-2014**

**Responsibilities:**

* Host of the event.
* prepared all the games and shows for the day.
* Recruit the perfect candidate for the jobs.

**-Translator for Erbil Sport Center, Erbil, Iraq**

**Responsibilities:**

Translate cases and documents from Kurdish to English.

**CERTIFICATES**

* SAT1 1790/2400 which includes Math and English.
* Business Course (A level) by Cambridge University which includes Management, Human Resource, and Accounting.
* TOEFL ibt score: 89/120.

**SKILLS**

* Strong organizational, logistical, diplomatic, and communications skills.
* Flexible to adapt to changing requirements.
* Volunteer with Tammuz Organization for social development.
* Excellent communications skills, ability to work independently and handle multiple tasks.
* Excellent interpersonal, organizational, and time management skills.
* Computer: familiar with windows Vista as well as the following software: Microsoft Outlook,
* Microsoft Word, Excel and Microsoft Access.
* Ability to negotiate successfully and to communicate clearly.
* General knowledge on digital marketing such as SMM, SEO, SMO, SMC and SEM

**LANGUAGES**

* Kurdish: (Native Language).
* English: (Fluent).
* Arabic: (Good)