

# Rezhin S. Hadi

- ❖ Address: Iraq, Sulaimani
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- ❖ Email: [Rezhen1988s@gmail.com](mailto:Rezhen1988s@gmail.com)
- ❖ Marital Status: Single
- ❖ Birth Date: 29/10/1988

## Education

- ❖ Graduated from The American University of Iraq – Sulaimani
  - Major: IT (Information technology)
  - Minor: Business Administration

## Work Experience

- ❖ **AUIS ADMISSIONS OFFICE (PART TIME)** **Oct 2009 – May 2012**  
*The American University of Iraq, Sulaimani*
  - Administrator's assistant  
Translating Kurdish, English and Arabic.  
Organizing student files and answer questions of customers.
  
- ❖ **TOYOTA Corporation** **July 2012 – Sep 2014**  
*SAS Automotive / Sales Department*
  - Sales executive / Supervisor  
Selling Toyota cars and achieving monthly targets.  
Contacting customers on daily basis and provide the best customer service.
  
- ❖ **WORLD VISION INTERNATIONAL KRI** **Oct 2014 – Oct 2015**  
*NGO*
  - Procurement and logistics officer  
Organizing purchasing processes according to the policies of the organization.  
Market research and finding vendors.

❖ **UN IOM (International Organization for Migration)** **Dec 2015 – Oct 2017**

- Enumerator and field officer  
Visiting areas inside Sulaimani and around daily to find internally displaced people to help them find the best way to return to their areas.  
Creating daily reports on our trips and the works to be done in the next day.

❖ **Lafarge Company** **Nov 2017 – June 2019**

- Sales supervisor / Sulaimani  
Selling Black and White Cement, Kalakem and Gypson Powder to all Sulaimani Customers.  
Customer Service.  
Visiting customers on daily basis and track sales and customer accounts.  
Collect loans from customers.

## Skills and Abilities

❖ **Computer Skills**

- Network Design
- Microsoft Office (Word, Excel, PowerPoint), Formatting and Various Other Media Related Software.

❖ **Other Skills**

- Video and Audio Production, Script Writing, Writing for the Media, Creative Writing.
  - Translating and writing articles for newspapers and companies.  
(Kurdish, Arabic and English)

## Languages

- ❖ **Kurdish – Native**
- ❖ **Arabic – Fluent**
- ❖ **English – Fluent**

## Achievements

- ❖ Received English writing, speaking and reading certification at AUI-S.
- ❖ TOEFL IBT Certification.
- ❖ Project Management Training Course Certification at The American University of Iraq, Sulaimani.