

# NAWROZ NAIF

## Profile

I have excellent communication skills, enabling me to effectively communicate with a wide range of people. I am a mature, positive and hardworking individual, who always strives to achieve the highest standard possible, at any given task. I am currently looking for an opportunity to utilize my technical skills in a challenging working environment and become a valuable asset to the organization that I work for.

## PERSONAL INFORMATION

**Gender** Female  
**Marital status** Single  
**Email** naifnawroz@gmail.com  
**Phone** 0750 890 9337  
**Address** Setaqan, Erbil  
**Nationality** Iraq  
**Place of Birth** Baghdad  
**Date of Birth** 09-08-1993

## SKILLS

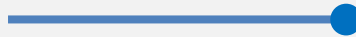
Microsoft office programs



Problem solving



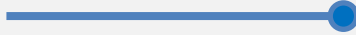
Communication skills



Teamwork



Organization



## LANGUAGES

Arabic



Kurdish



English



Turkish



## EDUCATION

Salahaddin University Bachelor of degree college of Administration and Economics  
Finance and Banking Department  
Nov 2012 – Jul 20216

## EXPERIENCE

### Date entry and customer service in Jibal zone for technology

Aug 2016- Jul 2017

- ✓ Maintaining a positive, empathetic and professional attitude toward customers at all times.
- ✓ Responding promptly to customer inquiries.
- ✓ Knowing our products inside and out so that you can answer questions.
- ✓ Direct contact with customers , receive and deliver the mobiles
- ✓ Open job card in the system

### Storekeeper and part admin in Jibal zone for technology

Jul 2017 – Jul 2021

- ✓ manage the warehouse
- ✓ Making monthly order for spare parts for stock
- ✓ Make a monthly inventory
- ✓ follow up shipment arrival
- ✓ Sending and receiving spare parts to and from the branches
- ✓ Follow up on all devices waiting for spare parts, and make sure not to delay the repairs
- ✓ Checking replacement parts for all branches and ensuring compliance with the terms of the warranty

### KRG warehouse management in Top Axis company for information technology

Jul 2021 – Dec 2021

- ✓ Warehouse parts management

## COURSES AND TRAINING

### Certificate in front line sales and customer service, cross cultural management center Erbil

Jan 2019 – Jan 2018

### digital marketing basics, Google skills

Dec 2011 – Dec 2021

### Summer training in Beblus Bank

July 2015 - Aug2015