

# Khaldoon Jaafar Neama

Software Engineer  
Male - Single

## CONTACT

IRAQ – Baghdad

18-09-1991

00964 771 170 2486

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## PROFILE

I am a hard working, self-motivated, reliable, responsible, flexible, honest, nice fun, friendly person and experienced insurance administrator with excellent time management skills. I am a good communicator with proven inter personal skills and am used to working in a team whilst also being capable of using own initiative. I am skilled In dealing with problems in a resourceful manner and negotiating to achieve beneficial agreement. I am always enthusiastic to learn and undertake new challenges.

## STRENGTHS

- Communication skills
- Ambitious and perfectionist
- Good team-work
- Professionalism
- Respectful
- Positive attitude
- Product knowledge

## EXPERIENCE

**Marketing – Sales Departments**  
At Al-Qimma Al-Massia For General Trading  
Aug. 2013 – June. 2014

**Marketing**  
At Yorsan Company For General Trading  
Sep. 2015 – Jan. 2016

**Sales & Marketing & Public Relation**  
TNT express and logistic services  
Feb. 2016 - May.2016

**Sales & Marketing & Public Relation**  
MATEEN EXPRESS Company for air cargo & sea shipping and logistic services  
Aug. 2016 – Dec. 2017

## EDUCATION & COURSES

**University of Mosul**  
**B.Sc. in Software Engineering Department**  
2010 - 2015

**Microsoft Office 2016 Course**  
**S.A.K.E Academy**  
Oct. ٢٠١٦

**English Language Course**  
**Al-Aula Center for Training and Development**  
Aug. 2017

**Front Line & Customer Service Course**  
**Cross Cultural Management Center - Irbil**  
Aug. 2017

## LANGUAGES

Arabic ----- Native

English ----- Good

## SKILLS

|                        |                 |
|------------------------|-----------------|
| Marketing              | Team-Work       |
| Information Technology | Administration  |
| Microsoft Word         | Microsoft Excel |
| Microsoft Power Point  | Emails          |
| Sales                  | Documentation   |

## PERSONAL INTERESTS

Traveling      Sport      Reading

# **Cross Cultural Management Center**

Erbil

## **CERTIFICATE OF COMPLETION**

**This certifies that**

**Khaldoon Jaafar**

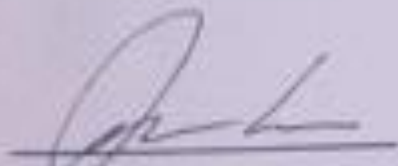
Completed the seminar

**Front Line Sales & Customer Service**

August 21-24, 2017

Cristal Hotel, Erbil

  
GUL Holding

  
John C. Cross, Ph.D.  
Director

B612



**Alaula Center for Training and Development**



## **Certificate of Participation**

**To / KHALDOON JAAFAR NEAMA**

The Center is pleased to confirm the participation of Mr./Mrs. In the English language course the held by the center in level (3<sup>rd</sup>) Degree (V.Good).



**Dr. Alya'a AL-Sarai**

**Center Management**

الى / من يهمة الامر

م / شهادة خبرة

تشهد شركة المستقلة لدراسات الإدارة والمجتمع المدني بأن السيد **خلدون جعفر نعمة**  
قد عمل لديها بوظيفة باحث ميداني ومشرف فريق في الفترة ما بين ٢٠١٣/٠٨/١٥ الى  
٢٠١٤/٠٦/٠١... وخلال فترة عمله، اثبت كفاءة ودقة والتزام بأخلاق المهنة وقد أتم كامل  
المهام الملقاة على عاتقه على اتم وجه...

وقد اصدرت هذه الشهادة بناءً على طلبه دون أدنى مسؤولية على الشركة.

والله الموفق...



د. منقذ محمد محمود

المدير المفوض



## *Certificate of Completion*

This is to Certify That

***KHALDOON JAAFAR NEAMA***

Has successfully completed the course entitled

***MICROSOFT OFFICE 2016***



DATE

٢٠١٧/٠٢/٢٦

Ahmed M. Delli

Executive Manager