

## Curriculum Vitae

Full Name: **Saman Sadiq Redha Jawher**

Date of Birth: January 1990

Current Address: Naz City, Gulan Str, Erbil, Iraq

Nationality: Iraqi – Kurdish

Marital Status: Single

Mobile Number: +9647508183778

Email Address: [saman.sadiq.redha@gmail.com](mailto:saman.sadiq.redha@gmail.com)



### BIO:

An ambitious, smart, and talented with ten years of private sector experiences. Able to balance multiple tasks, having worked for years in a multitude of jobs with ample experience in administration, researching, reports, and record keeping. A detail oriented, independent, and punctual. Aiming to take new challenges.

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### Education:

2010 - 2014

Cihan University, Erbil, Iraq

Degree and Major: Bachelor Degree in Computer Science

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### LANGUAGES:

1. Kurdish (Mother language) (Excellent: Reading, writing, and speaking).
2. English (Very Good: Reading, writing, and speaking).
3. Arabic (Excellent: Reading, writing, and speaking).

### Computer skills:

Microsoft Office package

Word (Very Good)

Excel (Good)

Power Point (Very Good)

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### Experience:

#### 1- Employer: SAS Automotive Services Company, LTD

Position: Office Manager

Location: 100 Meter, Erbil, Iraq

Date: Jul, 2020 - Present

#### Work Specifications:

- Perform accurate research and analysis.
- Compile, proofread and revise drafts of documents and reports.
- Prepare reports, presentations and correspondence accurately and swiftly.
- Coordinate arrangements, meetings, and conferences as assigned.
- Daily record keeping and filing of documents.
- Professionally greet and receive guests and clients.
- Ensure efficient and effective administrative information and assistance.

**2- Employer: Human Appeal Organization**

Position: Admin & Finance Assistant

Location: Dream City, Erbil, Iraq

Date: Oct, 2019- Feb, 2020

**Work Specifications:**

- Assisting in dealing with Government Offices, Ministries related to HA projects.
  - Maintenance follow up for office building and Guest houses.
  - Itinerary management.
  - Assist in arranging meetings and events.
  - Procurement and finance duties.
  - Supervise the cleaners in the office and guesthouses.
  - Follow up the monthly office supplies.
  - Follow up the pre-employment requirements and make sure that all of the documents are submitted.
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**3- Employer: Mass Global Energy**

Position: Administrator

Location: Perdawood, Makhmour road, Erbil, Iraq

Date: Jan, 2015 - Sep, 2019

**Work Specifications:**

- Making sure that the company's policies are being complied by all of the employees.
  - Attendance and Leave management for more than 250 staff members.
  - Issuing residence permits and visas.
  - Translating and drafting the official letters and reports (English - Arabic).
  - Itinerary management.
  - Arranging and taking notes of meetings.
  - Arranging and evaluating the interviews.
  - Documentation and archiving.
  - Logistics and procurement.
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**4- Employer: Carrier Company**

Position: Spare Parts Controller

Location: Koya Street, Erbil, Iraq

Date: Jan, 2011- Dec, 2014

**Work Specifications:**

- Responsible on day to day parts supply.
  - Prepare and process dispatch paperwork including progress sheets, picking lists, and delivery notes.
  - Update internal and external customers on progress of parts supply.
  - Finalize sales invoices to be processed by the Finance Team.
  - Encourage business retention through proactive phone and email correspondence.
  - Manage and develop maintenance reports.
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**References:**

Available upon request.