

# SARAH KHALID



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IRAQ

## EDUCATION

2007

2011

Baghdad, Iraq

Bachelor of Engineering in Metallurgical Engineering, Department of Production and Metallurgy, University of Technology.

## CERTIFICATIONS

\_ HR: People Management (Attached).

\_ International Human Resource Management (Attached).

\_ The fundamentals of Digital Marketing (Attached).

\_ Social media specialist (Attached).

## WORK EXPERIENCE

HR Assistant      Cardex Corporation      Erbil

- . Welcome and participate in administrative briefing of new personnel.
- . Assist the Field Coordinator for the administrative management of recruitment and hiring.
- . Participate in the organization of training.
- . Ensure the confidentiality of all HR data.
- . Participate in the monitoring of work contracts on the base.
- . Issue pay slips and supervise payment of salaries after approval by the Field Coordinator.
- . Calculate taxes and duties and create pay records for the relevant organizations.
- . Keep an organization chart up to date for the base.

## SKILLS

word,Excel

outlook

Power Point

Graphic design

## LANGUAGES

ARABIC  
native

ENGLISH  
Fluent

KURDISH  
intermediate

- . Assist the Field Coordinator in the organization and conduct of meetings with personnel representative.
- . Monitor changes in the cost of living.

● Customer Service First company for marketing BGH studies and research

- . Callback for questionnaire and inquiry for marketing products used by the customer.
- . Report the questionnaires and send them to the person in charge.
- . Managing large amounts of inbound and outbound calls in a timely manner.
- . Following call center "scripts" when handling different topics.
- . Identifying customers' needs clarify information; research every issue and providing solutions.

● Graphic Designer SkyArch SUL

- . Meet with clients or the art director to determine the scope of a project.
- . Advise clients on strategies to reach a particular audience.
- . Determine the message the design should portray.
- . Create images that identify a product or convey a message.
- . Develop graphics for product illustrations, logos.
- . Select colors, images, text style, and layout.
- . Present the design to clients or the art director.
- . Incorporate changes recommended by the clients into the final design.
- Review designs for errors before printing or publishing them.

- Social Media Specialist Jademaster company SUL
- . Develop and implement social media strategy.
- . Manage social media pages promoting , advertising and making required design and publish it.
- . Creat creative idea and attractive content .
- . Writing the post description and make monthly action plan that explain the work strategy.
- . Stay up with the latest social media best practices and technology.
- . digital marketing .
- , Analyse and define the most important social media KPI.



# VERIFIED

CERTIFICATE of ACHIEVEMENT



भारतीय प्रबंध संस्थान बेंगलूर  
INDIAN INSTITUTE OF MANAGEMENT  
BANGALORE

This is to certify that

**sarah khalid**

successfully completed and received a passing grade in

**HR102x: People Management**

a course of study offered by IIMBx, an online learning initiative of Indian Institute of Management Bangalore.

Vasanthi Srinivasan  
Vasanthi Srinivasan

Professor - Organizational Behaviour & Human  
Resources Management  
Indian Institute of Management Bangalore



VERIFIED CERTIFICATE  
Issued May 6, 2020

VALID CERTIFICATE ID  
**659e65d93fd7426ba7acc4caf685e3e7**

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An edX Verified Certificate signifies that the learner has agreed to abide by the edX honor code and completed all of the required tasks of this course under its guidelines, as well as having their photo ID checked to verify their identity.

Google Digital Garage

**Sarah Khalid**

is hereby awarded this certificate of achievement for the successful  
completion of **The Fundamentals of Digital Marketing** certification exam  
on 18/08/2020

Matt Britz  
President - Google EMEA



Townsend Pamela Feehan  
CEO - IAB Europe

Certificate ID: L26 MM6 QTN

Verify the authenticity of this certificate at: <https://learndigital.withgoogle.com/link/1qsdpcdm9s>

## Certificate of Completion

**This is to certify that Sarah KH successfully  
completed 8 hours of Social Media Management -  
The Complete 2019 Manager Bootcamp online  
course on Dec. 9, 2019**

Lottie Mosley  
Lottie Mosley, Instructor



Certificate no: UC-MQZVX4US  
Certificate url: [www.udacity.com/certificate/UC-MQZVX4US](https://www.udacity.com/certificate/UC-MQZVX4US)

#BeAble