

Zerak H. Hussein

Erbil-Iraq

Graduate at University of Kurdistan

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DOB: 24/8/1993

Nationality: Iraqi

ACADEMIC QUALIFICATIONS

Bachelor in Science –Natural Resources Engineering and Management

University of Kurdistan-Hawler

2014-2018

(18th Oct 2018 officially graduated)

Certificate of Attendance in Business, Finance and Administration Training.

Qandil and GIZ Organization

21st –25th Sep 2018

Certificate of Attendance in Communication Skills Training

Top Mountain Business Incubator

2nd -3rd Apr 2019

WORK EXPERIENCE

[Logistic Assistant and Driver] Part time [Chra Charity Organization] in Erbil

[3/2014] – [9/2016]

Duties:

- Data Entry.
- Driving 4 by 4 vehicles.
- Oil and Filter changes, taking vehicle to car industry to fix or change deficit parts
- Monitoring inventory, office stock and ordering supplies when needed.
- Supervising the work of volunteers and assigning task for them.

[Engineering internship] – [Kar Group company] in Erbil

[7/2017] – [8/2017]

Duties:

- Interpretation of geological features and mineral exploration
- Drilling
- Sample preparation and analysing samples using XRF analyser in Lab
- Processing and production
- Quality Controls
- Academic Research

[Intern] – [GIZ German International Organization] in Erbil

[9/2017] – [11/2017]

Duties:

- Registering beneficiaries (refugee, IDPs and host community) for Cash For Work Project.
- Leading the team and reporting any issue regarding registration process to Data Monitoring Officer.
- Sorting beneficiary's information form in order of points.
- Data Entry
- Making data up-to-date.

[Supplier] – [GIZ and INTERSOZ] in Erbil

[12/2017] – [4/2018]

Duties:

- Supplying Internet and mobile scratched card for both NGOs.
- Receiving orders from clients via email and phone call.
- Issuing invoice to finance department.

[Project Assistant & Monitor] Full Time [ETTC organization] in Erbil [17/12/2018] – [1/4/2019]

Duties:

- Registration and Counselling of participants: IDPs, Refugees, Returnees and local job seekers.
- Job Placement
- Procurement tasks
- Providing liaison to companies and business establishments in order to identify job opportunities.
- Assisting in monitoring of participants.
- Supporting the implementation of an internal quality management system.
- preparation of reports as required by ETTC management.
- Participating in meetings, seminars, workshops and any other related issues.
- Translating documents.
- Performing other related or additional duties as it is necessary and assigned by the managing directorate such as driving vehicle.

KEY SKILLS AND COMPETENCIES

- Strong administrative and analytical skills.
- Excellent working knowledge of all Microsoft Office packages.
- Fluent in Kurdish and English, good command of Arabic.
- Ability to produce consistently accurate work even whilst under pressure.
- Ability to multi task and Willing to experience and learning skills
- Touch typing ability to type at least 50+ wpm.
- Willing to travel.