

# Nawar Mtawaj

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Erbil \_Iraq



## EXPERIENCE

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### Quality Manager

|2018

Center for Scientific Research Institution

### HR manager

Ministry of Local Administration in Syria

|2017 \_2018

*HR Developing and implementing HR strategies and initiatives aligned with the overall business strategy.*

*Bridging management and employee relations by addressing demands, grievances or other issues.*

*Managing the recruitment and selection process.*

### Quality Manager

|2015\_2017

Center for Scientific Research Institution

*Lead a team of Quality engineers, inspectors, auditors, analysts, and technicians*

*Work with customers, employees, contractors, and outsourcing firms to develop product requirements.*

### Production Manger

|2014\_2015

Center for Scientific Research Institution

*planning and organising production schedules*

*assessing project and resource requirements*

*estimating, negotiating and agreeing budgets and timescales with clients and managers*

*ensuring that health and safety regulations are met*

*determining quality control standards*

*overseeing production processes*

*re-negotiating timescales or schedules as necessary*

*selecting, ordering and purchasing materials*

*organising the repair and routine maintenance of production equipment.*

### production Supervisor

|2013\_2014

Center for Scientific Research Institution

*Manufactures products by supervising staff; organizing and monitoring work flow.*

Quality Manager

### Engineer

|2012\_2013

Center for Scientific Research Institution

*Fiberglass and templates design*

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<b>Teaching</b> <b>Mediterranean Institute for Industry</b> Teaching	2011_2012
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<b>Engineer</b> <b>Filling Factory in Latakia</b> Production Supervisor	2010_2011
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### Training Courses

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<b>Nonviolent Communication and dialogue</b>	2018
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UNDP /1 months

<b>Write Professional Emails in English</b>	2018
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online course authorized by Georgia Institute of Technology/1 months

<b>Productivity Improvement</b>	2014
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Order of Syrian Engineers and architect/2 months

<b>The X-axis system</b>	2014
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Center for Scientific Research Institution /1 months

<b>Quality management</b>	2013
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Center for Scientific Research Institution /1 months

<b>Product inspection systems</b>	2012
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Order of Syrian Engineers and architect / 2 months

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### Volunteering Work

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<b>Volunteer</b>	2016_2018
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**Skills and Career Center** **Tishreen Uneversity**

Responsible for organizing workshops

**Volunteer at Syrian trust for development**

|2015\_2016

Active citizenship

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### skills

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#### Languages

**English** ( writing and speaking , level c1) ,**Persian**( writing and speaking level c2), **Arabic** (native )

#### Pc

**Word** ( level c2), **Excel** (level c2) ,**P. Point** (level c2) , **Minitab** (level b2)

