

CURRICULUM VITAE

HAMZA HIKMAT - +964 7712001793 -  
HAMZAHIKMAT760@GMAIL.COM



First Name: Hamza  
Family Name: Hikmet  
Marital Status: Single  
Date of Birth: 23/8/1991  
Nationality: Iraq  
Current Residence:Iraq- Baghdad  
Phone No. +964 7712001793  
EMAIL:HAMZA.HIKMAT760@GMAIL.COM

LANGUAGES

- Fluent in, **English , Arabic** and Turkish languages(reading , writing and listening ).
- Ability to Speak **French** at a conversational level

SOFTWARES

- Proficient in: Microsoft word, excel, power point, Agile Network.

FEATURES

- Adaptable, Team player, Intellectual, Self-motivated, Open-minded, Trustworthy, Quick-learner and Reliable.

ACADEMIC QUALIFICATIONS

Institute	Degree	Major Subjects	Period
University of Tikrit – College of Arts	BA	Translation	2010 -2014
Baiji H.S	High School Grad.	Scientific Class	2003 -2009

EXPERIENCES

/ ISTANBUL - TURKEY

JULY 2015-AUG

2016

July August 2016

OPERATIONS OFFICER

ALHREEB CARGO COMPANY

- Processing shipment orders for local and foreigner costumers and ensuring proper shipping within proper time limit.
- Entry of data for the Regional shipments into the Network System.
- Providing Customer Service for customers throughout responding to phone and Email inquiries
- Engaged in several clerical tasks to provide monthly reports and statistics in order to enhance the customer service and the performance within the
- Istanbul-branch.
- ENGLISH TO ARABIC INTEREPRETER AT CONSULATE GENERAL OF GERMANY / ISTANBUL / 2016 AUG-FEB 2017
- I WORKED AS TRANSLATOR AT THE CONSULATE GENERAL OF GERMANY IN ISTANBUL –TURKEY FOR THREE MONTHS
- Translating ,writing Syrian and Iraqi refugees names in Arabic and English .
- Data entry of the visa applicants and responding to their demands and questions .

VOLUNTEERING TEACHER

ALASSRY PRIMARY SCHOOL

Aug.2013-May.2014 / Baiji - Iraq

- Serving as an English language teacher at a primary school to support the short-staffed school at my home town.
- Innovating and organizing practical teaching methods, trips and games to support, motivate and enhance the comprehension level among students and to improve their enthusiasm.

**HAMSAT NEVEN TRAVEL & TOURISM COMPANY /BAGHDAD  
ALMANSOUR JULY 7 – PRESENT**

Currently working hamsat neven travel and tourism company as

Ticketing supervisor and visa provider .

Providing costumers the best treatment through responding to phone calls for any inquiries and through emails .

Filling applications of appointments to the united states , Germany , Spanish , French embassies and making schedules .

Sending emails to other foreign companies in English and Turkish and translating files and offers from Turkish English to Arabic .

**HAMZA HIKMAT - +964 7712001793 - HAMZAHIKMAT760@GMAIL.COM**