

Resume

Personal Information

First / Other Name: Farah Yahya Khalaf
Nationality: Iraqi
Resident of: Iraq – Baghdad
Birth date: April, 9, 1991
Gender: Female
Marital Status: Single

Contact Information

Address: Iraq - Anbar – Amryah
Mobile Phone : 00964 - (0)7822760164
E-Mail: farahkibbom@gmail.com

• Education

- 2011-2015 College of Law and political sciences / Al-Anbar University Collage
- Training Certification on Anger Psychology from the National center for Development and Innovation
- Training Certification on Emotive Equilibrium from the National center for Development and Innovation

Languages

Mother Language: Arabic
Other Language: English

Skills

- Ability to work under pressure and finish the tasks before the dead line.

- Projects management , Leadership & negotiation
- Proven ability to manage through others.
- Strong decision making and problem solving skills.
- Able to motivate and lead others in a team environment.
- Excellent communication skills, both written and verbal.
- An ability to build rapport and trust quickly with work colleagues.
- Able to priorities tasks and workloads in order of importance.

Work Experience

| | |
|--------------------------|----------------------------------|
| Company Name: | Medicine Sans Frontiers – France |
| Company Location: | Iraq – Al Anbar |
| Formal Title: | Qualified translator |
| Start Date: | 1/5/2018 |

Job description

- Performing professional written and oral interpretation and translation activities according to supervisor's specialization (Mental Health) ensuring medical confidentiality, neutrality and respect towards patients, collaborators, authorities, military factions and MSF staff.
- Filling the data base of the mental health for (Amriyat Alfallujah and Habbania Tourist City) weekly and ensure that all the information are completed. Weekly, sending the data base backup to the mental health activity manger.
- Performing administrative tasks required by supervisor (arrangement of meetings, minute taking and follow-up for patients care). Providing necessary feedback to supervisor following discussions and negotiations and assisting with report writing (MSF and Government required reports), ensuring that all meeting minutes are recorded and that translated documents are properly filed.
- Ensuring that supervisor is aware of cultural nuances when dealing with MoH authorities and counterparts to ensure a good working relationship. Educating supervisor on effective methods of culturally sensitive communication and understanding of the context.
- Immediately informing supervisor of any problems that might be linked to individual behavior (counterproductive and/or culturally) and declaring any “conflict of interest” when asked to translate (e.g. personal involvement).
- Upholding MSF's core principles, values, quality standards and Code of Conduct. Respect MSF's identification materials and not abusing their use aside from their intended purpose.
- Observing security rules and regulations, not putting self and other in danger, promoting and maintaining MSF quality standers.
- Translating while attending the trainings for the mental health team and make a soft copies for them later.

Company Name: **Al Amal Independent League**

Company Location: Iraq – Alanbar

Formal Title: Volunteer

Start Date: 2012

End Date: 2014

Job Description

- Coordinating activities of the organization within the university.
- Coordination of all logistics activities (stationery and Refreshments ...).
- Signature for beneficiaries on attendance sheet
- Awareness about the activities provided by the organization
- Reporting all activities
- Help to put monthly plan activities

Company Name: **AlQabass primary School**

Company Location: Iraq – Alanbar

Formal Title: Volunteer

Start Date: 2017

End Date: 2018

Job Description

- Responsible of teaching English for the first grade.
- Responsible of teaching religion for the second grade.
- Responsible of teaching sciences for the second, third and fourth grade.

الدائرة:
السجل: ٤٤٩٩
الصحيفة: ١٦٥
رقم الهوية: 00058676
جمهورية العراق
وزارة الداخلية

مديرية الجنسية العامة

البطاقة الشخصية (م - ٩)

صادرة بموجب قانون الأحوال المدنية رقم ٦٥ لسنة ١٩٧٢ المعدل



الاسم: فراح

اسم الأب والجد: هادي خلعت

اللقب: الربيعي

اسم الأم والجد: فتيحة محمد وجيه

الجنس: انثى

توقيع الموظف المخول:

تاريخ التنظيم: ٢٠١٥/٢/١٦

توقيع المنظم:

اسمه الكامل: فراح هادي الربيعي

المهنة: /
 الديانة أو المعتقد: مسيحية
 تاريخ الولادة: رقما: ١٩٩١ / ٤ / ٩
 كتابة: دسماينة دواحد مهن
 محل الولادة: القلوميت
 العاهات الظاهرة: سالمات
 الحالة الزوجية: جاك
 اسم الزوج: /
 محل التسجيل: /
 الاوصاف:
 لون العين: لاجه
 لون الوجه: سنغري
 لون الشعر: اسود
 الطول:
 فصيلة الدم:
 توقيع صاحب الهوية



بصمة
 الابهام
 الايسر



Graduation Certificate

This is to certify that (Farah Yahya Khalaf) (Iraqi Nationality) whose Photo is affixed above has obtained a Bachelor degree of Political science in the academic year 2014-2015 according to the University Order No. (14/437) on the (20th of April. 2017) with an average of (%82.18) Eighty two and Eighteen Percent at the (first) attempt she has ranked the (2 out of 22) students. Following are the subjects she has taken the marks gained during her study period.

| First year (2011-2012) | | | | Second year (2012-2013) | | | |
|---|------|---------|---------------|---|------|---------|---------------|
| Subject | unit | Mark no | Mark written | Subject | unit | Mark no | Mark written |
| Political systems | 3 | 82 | Eighty two | Ancient Political thought | 3 | 80 | Eighty only |
| Politics Science Principles | 3 | 60 | Sixty only | International Relations | 3 | 77 | Seventy seven |
| History of International Relations | 2 | 89 | Eighty nine | Political problems | 3 | 91 | Ninety one |
| An introduction to Law | 2 | 97 | Ninety seven | International General law | 2 | 60 | Sixty only |
| Economics | 2 | 97 | Ninety Seven | Political Sociology | 3 | 80 | Eighty only |
| Human rights | 2 | 86 | Eighty six | Contemporary Iraq | 2 | 85 | Eighty five |
| Introduction to Policy in English | 2 | 77 | Seventy seven | Local governments | 2 | 89 | Sixty nine |
| Arabic Language | 2 | 85 | Eighty five | International Organizations in English | 2 | 98 | Ninety eight |
| Computer | 2 | 89 | Eighty nine | | | | |
| Passed in (first) attempt with : (%83.30) | | | | Passed in (first) attempt with : (%80.40) | | | |
| Third year (2013-2014) | | | | Fourth year (2014-2015) | | | |
| Subject | unit | Mark no | Mark written | Subject | unit | Mark no | Mark written |
| Modern political thought | 3 | 71 | Seventy one | Contemporary political thought | 3 | 69 | Sixty nine |
| Governance systems | 3 | 93 | Ninety three | Foreign Policy | 3 | 83 | Eighty three |
| Arab Islamic political thought | 3 | 89 | Eighty nine | Turkey and Iran | 2 | 95 | Ninety five |
| political parties | 3 | 75 | Seventy five | Public opinion | 2 | 93 | Ninety three |
| International Organizations | 2 | 85 | Eighty five | Political Researches | 2 | 63 | Sixty three |
| Strategy | 3 | 82 | Eighty two | The Palestinian cause | 2 | 82 | Eighty two |
| Political systems in English | 2 | 72 | Seventy two | International Policy in English | 2 | 97 | Ninety seven |
| International economic relations | 2 | 90 | Ninety only | Diplomacy | 2 | 95 | Ninety five |
| | | | | Contemporary Islamic political thought | 3 | 78 | Seventy eight |
| | | | | | | | |
| Passed in (First) attempt with : (%82.18) | | | | Passed in (First) attempt with : (%82.86) | | | |

- Notes:
- 1- The average of the student's first rank is (%91.97) Ninety one and ninety seven Percent
 - 2-the student was enrolled in the university in:- 2011-2012
 - 3-no. of years the student failed:- No Find
 - 4-no.years the student deferred his study:- No Find
 - 5- the type of his study :Morning

Registrar
Anes G. Jbara
2017 / 10 / 03

Assist Dean
A .P. Dr.Mohammad K. Buraa
2017 / 10 / 03

The Dean
A .P. Dr. Mufeed N.Turkei
2017 / 10 / 3

