

HUDA ADNAN MALIK

B.A ENGLISH LANGUAGE AND TEACHING

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- Dedicated and hardworking, with excellent initiative
- Ability to learn quickly and handle increasing responsibilities in a broad range of disciplines, as demonstrated by promotions/expansion of duties throughout employment history
- Excellent problem-solving and communication skills – creative and resourceful
- Strong sense of integrity
- Positive attitude
- Able to deal effectively with wide range of people from high-level stakeholders to unskilled labour
- Experience working with multinational organizations
- Quality interpreting and translation skills.

EDUCATION

B.A. English language and Teaching, College of Education, University of Basrah, Iraq 2018
Major: English language, Minor: French language

TRAINING

HR Training 2020
Introduction to ISO Management Systems , Iraq 2020
English Language Diploma , Iraq 2019
Training of Trainer , Iraq 2018
Theories of second Language acquisition: a journey through time , Iraq 2016
Event Management Volunteer , British Council, Iraq 2016

KEY SKILLS

Excellent communication skills, fluent in English and Arabic.
Training and capacity Building skills
Negotiations Skills,
Marketing & designer ,
Sales,
Project Management ,
Leadership
Interpreting and translating - worked at conferences with over two hundred delegates.
Organizational - skilled in project management, supervising teams of up to 10 staff.
Problem solving, creative and resourceful.
Computing - Fully I.T. Literate; including Microsoft Office (Word, Excel, Power Point) and Outlook

Recent Employment

QUALITY WORD Company for Engineering and Training

2020- going

Business development Manager .

- **Contacting potential clients to establish rapport and arrange meetings.**
- **Planning and overseeing new marketing initiatives.**
- **Researching organizations and individuals to find new opportunities.**
- **Increasing the value of current customers while attracting new ones.**
- **Finding and developing new markets and improving sales.**
- **Attending conferences, meetings, and industry events.**

- *Developing quotes and proposals for clients.*
- *Developing goals for the development team and business growth and ensuring they are met.*
- Training personnel and helping team members develop their skills.*

Abc Horizon (international Academy) 2020- part Time

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1- Head of languages department - Director

- Leadership and Management
- Responsibility for Research
- Financial Management

- Create graphics in a very technical environment
- Maintain brand standards and style
- Design marketing materials, brochures, flyers, posters, email headers, trade show banners
- Maintain and improve web graphics
- Coordinate any third party marketing services
- Manage execution of materials at vendors
- Review and execute SEO/SEM strategies
- Manage AdWords campaigns
- Design, build and maintain social media presence
- Support Product Managers in various marketing projects
- Conduct market research; Update and analyze data
- Maintain Customer Relationship Management tool

Naya Company for Engineering and Training National Trainer

Sep 2019- May 2020

I am carrying out the following tasks:

1. Liaise with national stakeholders and partners by:

- Maintaining regular contact and facilitating communication and coordination with concerned ministries and governmental departments, other external stakeholders and branches in Basrah city;
- Liaising and coordinate with national stakeholders to obtain maximum benefit and efficient use of resources in the implementation of project activities and avoid duplication of efforts;
- Monitoring all English Project related initiatives in Basrah by providing regular updates on them;

2. Support to project activities' planning, implementation, and administrative follow up:

- Contributing to development and effective execution of the Project's work plan and log frame;
- Providing technical support and assistance to English Projects stakeholders and partners in the planning, management, and implementation of programme / projects activities;
- Supervising the organization of program events, such as workshops, training, missions, etc. including preparing agendas, documents and reach-out material, identifying venues and services, organizing travels of participants, ensuring interpretation and translation;
- Contributing to prepare budgets for activities and assisting in the monitoring of expenditures and in the preparation of budget revisions;
- Coordinating with the Finance and Administration Platform (FAP) on timely delivery of assistance activities, as well as requesting disbursement of funds;
- Drafting internal memos, official correspondence, press-notes, web site, and other outreach activities;
- Coordinating and reviewing translation with outsourced translators, and providing feedback for improvement;
- Receiving and screening all internal and external communications, and attaching necessary background information for review by supervisors;

- j. Maintaining the project/s records and reference files.
- l. Preparing the agendas and MoM of meetings and training events.

3. *Contribute to monitoring and evaluation of activities:*

- a. Conduct regular visits to project activities to monitor progress and evaluate results and impact against project work plans and indicators and suggesting updates of the project log frames;
- b. Provide technical support on monitoring project activities in particular in the development, implementation and progress tracking of the project action plan and annual work plans;
- c. Provide appropriate and facilitative administrative follow-up actions to ensure effective application of monitoring and reporting tools;
- d. Drafting periodic or ad-hoc analytical narrative reports.

4. *Perform administrative and logistic tasks in close liaison with the Finance and Administrative Platform of the Naya Office for Iraq including:*

- a. Contributing to prepare budgets for activities;
- b. Assisting in the monitoring of expenditures and in the preparation of budget revisions;
- c. Organizing workshops, training activities and missions in Iraq including identifying venues and services provided during the events, organizing travels, board and lodging of participants, organizing interpretation and translation services, ensuring the preparation of documents and reach-out material.

5. *Design , deliver and lead English language Training Courses in class and online.*

***ENKA Company for Marine Services
Logistics and External Relations Manager***

Sept 2019- Feb 2020

The mains tasks were :

- Managing all external relations in aim to develop the company business.
- Oversee customer based queues and plan and allocate tasks to meet configuration requirements
- Responsible for tracking, receiving, and stocking all items ordered
- Ensure materials are appropriately stored
- Program the final inventory of materials prior to shipment
- Provide a list of all equipment moved from the consolidation areas into sponsor shipping channels to project coordinators
- Manage and maintain inventory to operating levels to avoid supply
- Responsible for supervising and accounting for an inventory
- Carry out annual property inventory and provide other report in his area of responsibility.

***Cambridge Institute for English Language
Trainer , Administrator and Markting***

Jan 2018- August 2019

- *Advising student on career issues.*
- *Organizing and delivering classroom lectures to students.*
- *Evaluating a students' class work and assignments.*
- *Preparing classroom and coursework materials, homework assignments, and handouts.*
- *Recording and maintain accurate student attendance records and grades.*
- *Classroom management.*
- *Developing English lesson plans in line with the National Curriculum.*
- *Maintaining discipline in the classroom.*
- *Creating a vibrant teaching atmosphere.*

My core responsibilities of the job included:

- *Planning , preparing and delivering lessons*
- *Preparing teaching materials*
- *Helping learners' improve their listening, speaking, reading and writing skills via individual and group sessions*
- *Checking and assessing learners' work*
- *Organizing and running specialist courses*
- *Attending social events*

REFERENCES

Name of Referee	Job Title	Organisation	Email	Mobile