



# Layth Fakhri

24/05/1991 • Iraqi • Married • Al-Arasat Al-Hindyah, Baghdad, Iraq

## PERSONAL PROFILE

A hard worker with good communication skills who works effectively in a team and has the ability to meet deadlines. I am a people person and am looking for a new challenge where I can use my existing skills and further develop my career.

## CAREER EXPERIENCE

**Project Administrator**  
**DGC International**  
**Al-Assad Air Base, Iraq**  
**Aug. 2017 - Present**

DGCi stores fuel products such as JP-8, DF-2, & MOGAS, and supply them to the other US military bases in Iraq such as AAAB, Q'AIM, TQ, TAJI, K1, BDSC, and Q-WEST.

My duties and responsibilities as a Project Admin is to:

- Coordinate office activities and operations to ensure efficiency and compliance.
- Supervise administrative staff and dividing responsibilities.
- Manage agenda for upper management.
- Supervise fuel deliveries to the other military bases.
- Supervise and calculate the fuel sent to and received from other bases.
- Organize and maintain personnel records.
- Create regular daily, weekly, monthly, and annual reports.
- Update internal databases.
- Prepare HR documents.

**Local National Linguist**  
**ABM GS**  
**Taji Air Base, Iraq**  
**Feb. 2015 - May 2016**

I had completed 161 missions with the United States Army as a Local National Linguist in TAJI Air Base, I served with two US Infantry Divisions: 82nd AIRBORNE and 10th MOUNTAIN.

My duties and responsibilities as a LNL is to:

- Translate English and Arabic between the US Army and Iraqi Army at field missions and training areas.
- Translate military documents, training booklets, and educational manuals.
- Conduct language translation during training activities and rehearsals in a simulated war-zones.

This position has the most professional environment and experience I have ever knew and gained during my career, however, I decided to quit this position because I was about to get married and travel to Amman, Jordan.

**Office Administrator**  
**Yapa**  
**Yapa HQ, Baghdad, Iraq**  
**Oct. 2013 - Feb. 2015**

Yapa is a Turkish trading company, it has its own great reputation amongst the governmental Iraqi directorates and departments, Yapa used to have different industrial and trading contracts with several Iraqi ministries and government companies.

My duties and responsibilities as a System Admin is to:

- Represent Yapa as an authorized and official representative.
- Register and submit governmental tenders and bids.
- Translate government contracts to English.
- Manage agenda for the higher management.
- Attend official meetings with the CEO of Yapa to translate Arabic to English and vice versa.

This position was my first professional one, I was unhappy to quit it but I had to because Yapa was getting bankrupted and broke, I had to wait for more than five months to get my salary and eventually I didn't, so I decided to quit this position after getting a job offer at ABM GS as a Local National Linguist.

**Private Teacher**  
**Private Sector**  
**Baghdad, Iraq**  
**Jun. 2010 – Feb. 2015**

During my time in college I worked as a Private Teacher who goes to several houses and teaches mid-school and elementary students English and French languages, I continued to give classes even after getting graduated from college along with being an Office Admin in Yapa.

- Number of classes given: 1,800 – 2,000.

I got a job offer at ABM GS as a Local National Linguist, so I had to quit this job and begin with a new more professional phase in my career.

## ACADEMIC ACHIEVEMENT

**University of Baghdad**  
**College of Languages**  
**French Language & Literature**  
**Baghdad, Iraq**  
**Class of '13**

Obtained a university degree (Medium) in French Language & Literature. I studied the French literature, grammar, vocabulary, poetry, novels, history, terminology, and French linguistics and its origins.

Obtained a diploma degree (Excellent) in English Language. I studied the English grammar, vocabulary, poetry, and novels.

## SOCIAL ACTIVITIES

**Conflict Resolution Program**  
**Iraqi Al-Amal Association**  
**Baghdad, Iraq**  
**Jun. 2006 – Jun. 2007**

Obtained an official certificate presented by Iraqi Al-Amal Association upon the completion of the conflict resolution for the teenagers and students program, certified by *WAR child – CANADA*.

## CERTIFICATES

**Duolingo English Test**  
**Duolingo Inc.**  
**Baghdad, Iraq**  
**Aug. 2017**

Obtained an official Duolingo English Test certificate (Certificate link shown below) presented by Duolingo Inc. in August 2017 with a result of 87% which puts me in the *PROFICIENT* category in English language.

[Duolingo English Test Certificate](#)

## LANGUAGES

**Arabic** (native)



**English** (fluent)



**French** (proficient)



## COMPUTER SKILLS

MS Excel	★	★	★	★	★
MS Word	★	★	★	★	★
Data Analytics	★	★	★	★	☆
PowerPoint	★	★	★	★	☆
Social Media	★	★	★	☆	☆
Writing	★	★	★	★	★

## GENERAL SKILLS

Adaptability	★	★	★	★	★
Creativity	★	★	★	★	☆
Event Planning	★	★	★	★	☆
Integrity	★	★	★	★	★
Leadership	★	★	★	★	☆
Positive Attitude	★	★	★	★	☆
Responsibility	★	★	★	★	☆
Teamwork	★	★	★	★	★
Time Management	★	★	★	★	★



00 964 7713 302 082



00 964 7803 490 337



[layth\\_fakhri@yahoo.com](mailto:layth_fakhri@yahoo.com)



[linkedin.com/layth\\_fakhri](https://www.linkedin.com/layth_fakhri)