

# Curriculum Vitae

## PERSONAL DATA

<i>Full Name:</i>	PolaTahseen Mohammad
<i>Present Address:</i>	Shorish/ Erbil/Kurdistan Region of Iraq
<i>Telephone No.</i>	Mob: 0750 472 9757
<i>E-mail address</i>	<a href="mailto:polaig@yahoo.com">polaig@yahoo.com</a>
<i>Date of birthday</i>	25 <sup>th</sup> August 1986
<i>Nationality at Birth:</i>	Iraqi
<i>Present Nationality</i>	Iraqi
<i>Marital Status:</i>	Single
<i>Gender</i>	Male

## EDUCATION BACKGROUND

### University Career

- M.A. in English Language Teaching (ELT)- Faculty of Education- University of Near East-Cyprus (2012-2014).
- B.A. in English Language and Literature –Faculty of Languages- University of Salahaddin, Erbil, IRAQ (2005-2009).

### Trainings and Certifications

- Participated in a workshop of preparation for ILETS, April 2013.
- Teaching Methods – Salahaddin University, September 2014.
- Participated in a course of Financial Exchange - Cihan University, 2015.
- Participated in a conference entitled Oil and Development.

## EMPLOYMENT RECORD

### 1. Coordinator, Department of Banking and Financial Sciences, Cihan University – Erbil Campus.

- Period: February 2015 – present
- Type of employment: Full-time

#### Job Description:

- Academic support coordinator of Banking and Financial Sciences Department
- Create and update a flow-In calendar; this important tool is used to administratively track classes, as well as to help instructors select new classes

- Record meeting minutes at department meetings as needed
- Communicate with Head of Department (HOD), coordinate and schedule meetings, prepare agenda, take minutes and transcribe and distribute on a timely basis.
- Arranging curriculums, schedules, and meetings for Financial Exchange Training Center
- Member of social activity committee
- Member of department council committee

**2. Assistant Lecturer, Department of Banking and Financial Sciences, Cihan University – Erbil Campus.**

- Period: September 2014 – present
- Type of employment: Full-time

**Job Description:**

- Teaching EPS to Department of Banking and Financial Sciences Department
- Teaching General English to Media Department

**3. Instructor, TAN Language Center, Erbil.**

- Period: Nov 2013 – Apr 2014
- Type of employment: Full-time

**Job Description:**

- Teaching English and Arabic Languages for levels of (Elementary and pre-intermediate)
- Setting Tests and Making Evaluations for new students.
- Managing Students' Files.

**4. Data Entry, Ministry of Higher Education, Dormitory Department**

- Period: July 2005 – December 2005
- Type of Contract: Temporary

**Job Description:**

- Entering students' names and information on a database.
- Writing reports and letters.

**5. Shop manager:**

- Period: 2010 –2014
- Type of employment: Full-time
- Managing a gold shop.
- Importing, buying and selling gold.

## Skills

### Language Skills

Languages	Speaking	Writing	Reading	Listening
English	Excellent	Excellent	Excellent	Excellent
Arabic	Native	Native	Native	Native
Kurdish	Native	Native	Native	Native
Turkish	Good	Fair	Fair	Very Good

### Computer Skills

- Good knowledge in using MS Programs (Word, Excel, and PowerPoint Etc.)
- Good knowledge in using SPSS Program.
- Photoshop Program.
- Internet Programs.

#### Note:

- References are available upon request.
- Driving license is available.