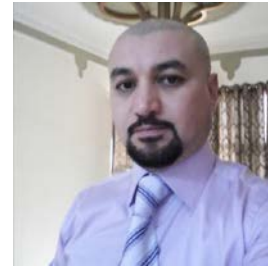


Personal Information

- Name : Marwan Abdulkareem Fathallah
- Birthday: 03_09_1979
- Nationality: Iraqi
- Address:Iraq , Kirkuk Province



Personal Statement

- A conscientious and professional personal assistant with extensive experience in Translation, sales, marketing, administration, and secretarial Roles. Highly organized and efficient person, with a thorough and precise approach to projects, which has produced excellent results to date. Able to manage own time effectively, and priorities workload. Experienced at working to tight deadlines and under considerable pressure. Friendly and approachable with excellent interpersonal and customer relations skills.

Qualification

- 1. Master degree** in ((**simultaneous translation**)) from college of arts / Dept. of Translation in AL_Mustanssiriya University, Baghdad.
- 2. B.A degree** in Translation from college of arts / Dept. of Translation in AL_Mustanssiriya University, Baghdad.
- 3. TOFEL degree** in (Translation : English language) from Cambridge university, USA 2013
- 4. Diploma degree** in ((information technology)) from high institute for computer & languages /Baghdad .
- 5. ICDL Certificate** from train center for information technology in Egypt
- 6. Human Resources Management Certificate** from (AIN SHAMS University) 2014.
- 7. Human Resources Development Course** offered by (www.HRDstudy.com) 2016
- 8. Member of Iraqi translators association.**
- 9. Member of Arab Translators Union .**
- 10. Member of F.I.T** ((**Federation International Translators**)).

Work Experiences

Translator in UNDP:

I worked with united nations development programs as a ((**translator**)) in Baghdad at 2002 and I have recommendation from UNDP.

Translator in Coalition Forces:

1. I worked with coalition forces 4th infantry division as ((**interpreter**)) in Jalula District , Diyalah Province at 2003 and I have recommendation from coalition forces.
2. I worked with coalition forces 1st Battalion,340th USA Air borne force, 6th Air Borne Division as ((**interpreter**)) in Karkush Air base in Diyalah Province at 2004 and I have recommendation from coalition forces .
3. I worked with coalition forces 2ND Battalion, 8TH Special Forces Regiment, 4TH Special Forces Division (special operations) as ((**interpreter**)) in Baqquba district, Diyalah Province at 2004 and I have recommendation from coalition forces .
4. I worked with coalition forces 9th Battalion, 3rd Marines Regiment,4th Marines Division as ((**Translator**)) in Fob Cobra base in Balid , Diyalah province at 2005 and I have recommendation from coalition forces.

Administration & Operation Manager:

1. I worked with British security and guards company (PEAK GROUP INCORPORATED) as ((**administration manager**)) in Baghdad and I have recommendation from PEAK GROUP 2006.
2. I worked with AEGIS PRIVATE SECURITY COMPANY as ((**administration manager**)) in Baghdad at 2006 and I have recommendation from AEGIS 2007.
3. I worked with Iraqi civil company (ATLAS AL_ARABI COMPANY) for general Trading & Contracts as ((**administration manager**)) in Baghdad .
4. I worked with high way private security & guards company as ((**operation manager**)) in Erbil at 2007 and I have recommendation from high way company.

Marketing & Sales Manager :

1. I worked with pala post company for Cargo and Express as ((**marketing manager**)) in Kirkuk province and I have recommendation from pala post company 2007
2. I worked in communication company ((Zain)) as **sales manager** in baghdad from 2008 until 2011
3. I worked with internet and Computer programs (high land company) as ((**sales manager**)) in sulaymaniyah province at 2012 .

Lecturer:

1. I worked in high institute for languages and Translation in Kirkuk province as (lecturer) gives lectures in Translation means and types of translation ((English language)) 2013.
2. I worked in sales and customer care course institute as (lecturer) gives lectures in sales field and customer care service field and how can the salesman obtain the customer ((the lectures is in English language)) 2014.

DATA Entry Manager:

1. I worked with (Taleen Company for international technology ,SAQER Kirkuk Security Project as Data entry Manager. 2016

Languages

1. Fluently conversation, reading and writing English language.
2. Very well speaking Kurdish and Arabic.
3. Good speaking French language.

I.T Skills

1. Professional in ((**information technology**)) and use computer & professional in other skills such as (office : word, excel and PowerPoint) and photo shop and other programs.
2. Professional in computer maintenance ((**software and hardware**))



Another Skills

- 1. I finished courses in sales and customer care and marketing in Gordon .**
- 2. I participated in conducting 7 days KAP survey using Kobo Tool Box
Organized by Save the children in Kirkuk,Iraq.**