

Haitham Amer Jasim

Duhok – Iraq

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Date of birth: 11/Nov/1989

Nationality: Iraqi

Gender: Male

I am very hard worker, trustful and respectful individual, with Bachelor degree in translation and languages, I have gained tremendous experience and developed my management, administration and communication skills through running my own business (plastic bags factory). I am very flexible and easy approachable person, always learn quickly and devote myself to my carrier and my duties. I have conducted professional and formal interpreting services to the university of Mosul mainly assisting international doctors and professors delivering lectures in English language.

WORK HISTORY

"AL-SHAKARCHY" PLASTIC MANUFACTURE

Mosul, Iraq

Manager

- Overall management responsibilities, such as managing workers, income and outgoing expenses, paying bills and rents, organizing transportation, and coordinating with wholesalers.
- Serving and managing agents from all over the country, carrying out selling duties, assisting agents identifying their items.
- Pricing responsibilities, and making sure our prices are up to date at all times.
- Direct supervision of all workers, supervisors, engineers and sub-managers.
- Coordinate relationships with agents, suppliers, developing and production related responsibilities such as increase or decrease the amount of production, and pricing our production.
- Any other duties or responsibility to keep the business run smoothly.

"SBAFARMA" MEDICAL PRODUCTION COMPANY

Mosul, Iraq

Sales representative/ Promoter

- Promoting for medical goods and items at medical clinics, hospitals and pharmacies.
- Selling medical goods, items, and instruments, mainly to local medical clinics.
- Professionally and clearly explains and demonstrate company products, services, features and benefits relating to the customers' needs.
- Identify customer's needs and provide information about company's products that can meet those needs.
- Provides continuous, courteous and professional customer service duties.
- Responsible for the product delivery coordination with logistic team and ensures that the product reaches the customers on a specified time.

EDUCATION

UNIVERSITY OF MOSUL / COLLEGE OF ARTS-TRANSLATION DEPT. <i>Bachelor degree in interpreting and translation</i>	Mosul, Iraq
DAR-ALHIKMA TRAINING CENTER <i>TOFEL English language training course</i>	Mosul, Iraq
DAR-ALHIKMA TRAINING CENTER <i>Advance conversation training course</i>	Mosul, Iraq
DAR-ALHIKMA TRAINING CENTER <i>ILETS English language training course</i>	Mosul, Iraq
YASIR TRAINING CENTER <i>Website designing training course</i>	Mosul, Iraq

TECHNICAL SKILLS

- Microsoft Office, Word and Excel/ good skills
- Programming computers, installing applications, connecting devices/ Excellent skills
- Internet security and social media, blog and forum designing/ Excellent skills
- Conducting simultaneous & consecutive interpreting/ Excellent skills
- Very experienced in photographing, particularly using DSLR cameras.
- Communication and customer service/ excellent skills.
- Excellent management and administration skills.
- Serving customers, building relationships and coordination/ good skills
- Working in a team/ excellent skills.

LANGUAGES

- Arabic language/Speaking, writing and reading (Native) - Fluency
- English language/ Speaking, writing and reading – Fluency
- Russian language/ Speaking, writing and reading – Excellency
- Latin and Greek terminology Speaking, writing and reading – Very Good
- French language/ Speaking, writing and reading – Pre-Intermediate
- Turkish language/ Speaking, writing and reading – Elementary
- Kurdish language/speaking, writing and reading – Elementary