

CURRICULUM VITAE

"The World is my country, all mankind are my brethren, and to do good is my religion."

Personal information

Full name: Yaseen Ramadhan Yaseen
Nationality: Iraqi-Kurdish
Date of Birth: March 1st , 1986
Gender: Male
Address: Duhok-Malta
Mobile: 00964 750 4823930
E-mail: yasin.ramazan86@gmail.com



Personal Summary

Being extremely neat, reliable, greatly motivated, able to deal with complicated projects, creating high quality and timely working results. Have exceptional skills of analysis and setting up relationships, particularly helpful in supporting workforce and associates to find out solutions to problems and wonders.

Specialized and having vast experience in Human Resources with extensive knowledge in managing people in organizations. A component and an organized individual who is able to work as part of a team. I have a positive attitude, strong work ethic. I possess superb communicational skills, and always treat people with respect and according to their individual needs. As a dedicated professional who fully understands the importance of the confidentiality of any organization, and therefore; aims to make any office I work as effective and efficient as possible. Right now I would like to work for a friendly and an exciting organization that is looking for a professional candidate who can reflect their values of excellence and quality.

Core Qualifications

- Being very aware of respecting the importance of confidentiality.
- Able to stay calm in difficult situations.
- Desirable to work with people from different religion and cultural backgrounds.
- Excellent organizational skills
- Strong communicational skills, verbal and written (my strongest point, I'd say).
- patient, tactful, diplomatic and approachable
- Outstanding experience in administrating logistics operation.
- In-depth knowledge of logistics regulations, procedures, policies, and authorities.
- Strong knowledge of warehousing and accountability.
- Familiarity with logistics database and applications.

Academic qualifications

1. Post-Graduation

Degree: Masters in English Language Teaching (ELT or TESOL)

Date of Award: June, 2015

Place: Turkey

University: Cyprus International University, Department of English language.

2. Graduation

Degree: B.A in English Language and Literature

Date of Award: June 2009

Place: Duhok / Iraq.

University: University of Duhok,

College: College of Arts, Department of English Language

Computer Skills

- Proficient in using Microsoft Office, Excel, Outlook, PowerPoint.

Knowledge of Languages

(Knowledge of variety of languages is one of my strongest points)

- 1-Kurdish Fluent (mother tongue)
- 2-English Fluent (my major)
- 3-Turkish Excellent
- 4-Arabic Very good

Administrative work experience

- *Vice Manager, Deraloke High school- Ministry of Education, 2011-2013.*

My main duties were:

- Preparing the class schedules of the school.
- Recording the absentees of the teachers & staff and also students in the school.
- Receiving the exam questions that were given by the school teachers, printing them out, taking the responsibility of confidentiality of them first hand.
- Admin of the school's website and also the Facebook page, posting news, updating information.
- Managing the whole school especially when the manager was not available, which made me gain administrative knowledge of managing the office work.

- *Decision-maker (on placement), University of Duhok, college of basic Education of Amedy, English department.*

My main duties:

- Preparing the timetables for the lecturers at the university, suggested by the head.
- Recording the absentees of the students as well as issuing the permission papers for the students given by the head.
- Creating data files for the academic year including syllabus and requirements of the department.
- managing the monthly reports of the lecturers' amount of lectures to be sent to the main terminal for final payment.

- Managing the department minor duties when the responsible heads not available.
- Writing logistic reports for the executive department concerning necessary needs
- Member of the quality assurance in the college.

Educational work experience

1-Position: English Lecturer-Ministry of higher education and scientific research.

Place: University of Duhok, College of Basic Education of Amedi.

Department: English Language

Duration: 2016-2017 (part-time)

2-Position: English Teacher-Ministry of Education

Place: Duhok/Sheladize Preparatory School.

Year: 2013-Up to now.

3-Position: English Lecturer. Language school in Cyprus/Turkey in 2015

Academik Yurtdışı Eğitim ve Danışmanlık

Duration: three months

Area of Teaching: Teaching (FACE TO FACE) to first three stages.

4-Position: English teacher-Ministry of Education

Place: Duhok/Deralok Preparatory School.

Year: 2010-2013.

References

Available on request.



CYPRUS INTERNATIONAL UNIVERSITY

GRADUATE STUDENT TRANSCRIPT

09/07/2015

Name	YASEEN RAMADHAN YASEEN	Student No	20131567	Faculty	Institute of Graduate Studies and Research
Surname	YASEEN	Department	English Language Teaching(MA)	Register Date	27/09/2013
Father's Name	RAMADHAN	Place of Birth	IRQ	Date of Birth	01/03/1986

2013-14 Fall	Credit	Grade	GR. Earned
ELL509 Short Story Analysis	3	A-	11.1
ELT505 TEFL Methodology	3	A	12
ELT511 Curriculum Design and Evaluation	3	A	12
ELT516 Teaching English to Young Learners	3	A	12

SEM. CR:12 CUM. CR:12 SEM. GR:47.10 CUM. GR:47.10 GPA:3.93 CGPA:3.93 TERM:1
Standing:Satisfactory

2013-14 Spring	Credit	Grade	GR. Earned
ELT502 Second Language Acquisition	3	A	12
ELT506 Language Testing	3	A	12
ELT523 Semantics and Language Teaching	3	A	12
ELT590 Seminar	0	S	0

SEM. CR:9 CUM. CR:21 SEM. GR:36.00 CUM. GR:83.10 GPA:4.00 CGPA:3.96 TERM:1
Standing:Satisfactory

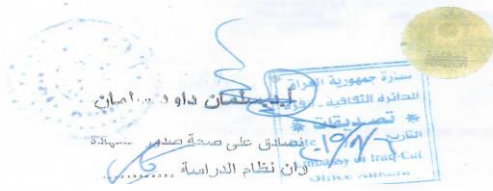
2014-15 Fall	Credit	Grade	GR. Earned
ELT500 Thesis	0	P	0

SEM. CR:0 CUM. CR:21 SEM. GR:0.00 CUM. GR:83.10 GPA:0.00 CGPA:3.96 TERM:1
Standing:Satisfactory

2014-15 Spring	Credit	Grade	GR. Earned
ELT500 Thesis	0	S	0

SEM. CR:0 CUM. CR:21 SEM. GR:0.00 CUM. GR:83.10 GPA:0.00 CGPA:3.96 TERM:1
Standing:Satisfactory

YASEEN RAMADHAN YASEEN YASEEN GRADUATED ON 03/07/2015
ISSUED BY CIU REGISTRAR'S OFFICE
-----END OF TRANSCRIPT-----



حكومة إقليم كردستان - العراق
وزارة التعليم العالي والبحث العلمي
رئاسة جامعة دهوك
كلية التربية الانسانية - العمادية
العمادية



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كلية التربية الانسانية - العمادية
العمادية

Kurdistan Regional Government - Iraq, Ministry of Higher Education & Scientific Research
University of Duhok, college of basic Education, Amadi Administration.

No.: 777

Date: 3/8/2017

A letter of endorsement To whom it may concern

This letter is given to (Mr. Yaseen Ramadhan Yaseen) in confirmation that he has been teaching as a lecturer in our college for the academic year (2016-2017).
This letter has been granted to him on his demand...

Regards,

Dean
Dr. Ihsan Tefiq Teib

Copy to:

- Dean office.
- English language Dept.
- Personal file



Duhok - Amadi
Kurdistan Region - Iraq

دهوك - العمادية - إقليم كردستان
العراق

دهوك - عماديين - إقليم كردستان
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