



SWARA QADIR HAMA SALIH

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☎ 07709066546

📍 Sulaymaniyah, Kurdistan Region,
Iraq

EDUCATION

University of sulaimaniyah, college of law

Bachelors of Law (LL.B.)

2014- 2018

SKILLS

- Administrative Support
- Microsoft Office (Word, Excel, PowerPoint)
- AI Tools (ChatGPT and Google Gemini)
- Problem-Solving
- Time Management
- Presentation Skills
- Team Collaboration

LANGUAGE

Kurdish: Native

English: Intermediate

Arabic: Intermediate

About Me

A hardworking and reliable professional with experience in administration, customer service, and data collection. Quick to learn, organized, and able to work well both independently and as part of a team. Dedicated to providing excellent service and completing tasks accurately and efficiently.

WORK EXPERIENCE

Independent High Electoral and Referendum Commission (IHEC):

- Contract Employee (4-Month Contract)
- Position: Administrative Clerk
- Responsibilities: Administrative Office Coordination and Documentation

Lawyer

- Property Law Responsibilities:
- Handling Real Estate Cases
- Performing Administrative Tasks

General Census Employee Republic of Iraq Contract Duration: 4 Months

Biscuit Department Employee – Iceland

- Assisted customers
- Stocked and organized products

TRAINING & CERTIFICATION

- Participated in a Heartland Alliance International training program on Juvenile Justice Reform in Iraq.