



GAILAN RAFAAT AHMED

BECHLORE DEGREE IN CIVIL ENGINEERING

Tishk international university
2015 - 2019

Zhyar high school
2012 - 2014

PROFILE

Starting by saying I am hardworking honest person for myself and for place or sector I am working for, I prefer new challenges and always on endless road of improving myself, I personally prefer working in groups to help and priorities the responsibilities to fulfill the all amended needed by care and detailed manner.

AGE&ADRESS

Birthday: 21th of may 1997

Address: kwestan- erbil

CONTACT

PHONE:
+9647504492974

EMAIL:
gaylanrafad@gmail.com

LANGUAGE

Kurdish /native

English/excellent

Arabic/very good

Turkish/good

CERTIFICATE & KNOWLEDGEMENT

1. certificate at (time management) by dr. john d cross
2. certificate of ielts exam for English language

WORK EXPERIENCE

Roshna company
(Procurement assistant and administration)
2023- February 2026

Keep up date to date required tasks acquisitioned by the owner/manager to provide the necessary procedures to look up for amended materials and provide and make relations with abroad manufacturer and dealing with requirement of freighting the merchandise and doing office paperwork to fulfill bank and government offices. keeping transactions appropriately and with consistency

Adham home (accountant)
From 2021-2023

For dealing with upcoming goods from turkey and registering items accordingly to the manufactory and dealers, and preparing debt and credit list for the account manager for checkup and preparing weekly reports of customers and listing hot products of month to keep up on stock and ordering reused parts for servicing and manage daily tasks from selling goods and canaling upcoming cash to position by schedule prepared earlier.

Mamostayan village (administrator)
2020-2021

Manage workers for finishing the villas from checking housing pipelines to pouring concrete at pavements. multitasking from keeping with schedule and bringing at most requested details by the contractor with low cost and efficient to end-user (owners)

Orenda pharmaceutical (administration assistant)
2019-2020

Follow up document completion and preparing requested papers by KMCA for approving undergoing food supplements and keep up to date for appointed test days for quality control and operation goes as planned from goods arriving to warehouse until government approved to distribution.

SKILLS

Very good at communicating and problem solving & what comes to computer programs listed below:

- | | |
|--------------------|-------------------------------------|
| 1. Microsoft word | 6. Outlook |
| 2. microsoft excel | 7. edit acrobat |
| 3. autocad | 8. Aseel aldahbe accounting program |
| 4. etabs | 9. PowerPoint program |
| 5. email | |