

Curriculum Vitae

Karwan Sherzad Muhammad

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Iraqi-Kurdish



Objective

Currently looking for a full-time position. An efficient and organized person, who can do multitask and deal with many different tasks at once. Good communication skills, enthusiastic and highly motivated person

Education

High School -

Professional Experience

Admin/ Interpreter Samaritan's Purse 2017- 2019

- Interpreted English and Arabic for staff personnel.
- Writing notes for personnel to later inscribe
- Prepared paperwork—organized agendas before meetings or lectures. As well as prepared notes for speeches.
- Organized workload and liaised with internal departments, agencies, and Employers.
- Worked under a professional code of ethics covering confidentiality and impartiality

Logistics Assistant -Newroz Telecom 2015-2017

- LogisticsAssistantmanaging a team of support staff operating.
- purchases, fleet management, and managing stocks and assets.
- Maintained and updated files of all procurement activity.
- PreparedtheErbil office general inventoryand updated it according to purchases.
- Ensured the office and guest house were properly maintained (utilized & maintenance schedules)
- maintenance schedules).
- Booked hotels and flights.
- Arranged staff and guest itineraries and clearances.
- Purchased stationery and personal items for the staff.

Supervisor - Open 2021-2022

- Supervised team of 13 people
- Maintained organization of schedules for the team

Logistic Specialist – Karwanchi Group

- Oversaw projects and handled day-to-day activities.
- Also participated in Construction Projects.
- Ensure all stocks and equipment are stored safely, correctly, and securely depending upon the item classifications.
- Conduct Bid Analysis of suppliers in the absence of the Procurement Officer in full compliance with Karwanchi Group regulations
- Prepare Purchase Requisition (PR) based on the Requisition from the department
- Prepare Logistics vehicle tracking sheets and fuel reports monthly,
- Responsible to keep a regular check for the vehicle documents and their good condition, checking the vehicle log, and recording monthly maintenance.
- Assist in tracking assets procured for the company and excessive stocks of equipment are documented and stored properly in coordination with the Assets Coordinator.
- Monitor and track the project assets and consumables to ensure there is no waste, fraud, or misuse of equipment or materials and that surplus or excessive stocks of equipment are documented and stored.

Languages and Skills

Kurdish: Excellent

English: Excellent

Arabic: Excellent

Turkish: Excellent

Computers: MS, Windows, Word, Excel, and Outlook