

Personal Info

Name: Bayar Hassan Tofiq
Date of Birth: 28-9-1996
Place of Birth: Erbil
Ethnicity: Iraqi – Kurd
Nationality: Iraqi
Email: bayarhassan96@gmail.com
Address: Kurdistan Region, Erbil -mamostayane-zanko
Phone: 00964 750 8625096
Current City: Erbil
Gender: Female

Education:

(2021-2025) **Lebanon French University**

Major: engineering Information technology

(2017-2019) **Erbil technology Institute.**

Major: Information technology

(2012-2016) **Sazan High School, Hawler**

Grade Twelve Certificate of Accomplishment

Languages:

Language	Skill Level
Kurdish	Native
English	Good
Arabic	Good

WORKING EXPERIENCE:

Volunteered at CCR Organization for one month as an assistant in the Finance and HR departments.

Finance Intern Duties:

1. Assisting in financial data entry and record-keeping.
2. Preparing and reviewing financial reports and documents.
3. Assisting with invoice processing and expense tracking.
4. Helping with bank reconciliations and account verifications.
5. Organizing and maintaining financial records.
6. Assisting in tax preparation and financial policy adherence.

HR Intern Duties:

1. Assisting in organizing employee records.
2. Updating and maintaining HR databases.
3. Helping with staff attendance tracking.
4. Assisting in preparing HR reports.
5. Assisting in payroll and benefits documentation.
6. Ensuring HR policies and procedures are followed.
7. Assisting in organizing HR meetings and events.
8. Providing general administrative support to the HR team.

Experience

- (1, August 2021-1, February2023) seller Representative at Wales company
- (1, February 2023- 1-may2024) seller Representative at wardasen company
- Worked with Zankolin staff for three years, assisting in refiling Grade Twelve marks for 10 days each year.

Training:

Sumer internship: - at (Tashkent internet services) 2 months

Computer Skills:

- Microsoft office
 - Programing language (c++, C#, python, dart)
 - Windows server
 - web (HTML, CSS, JAVA SICRIPET, PHP)
 - information security
 - Adobe Photoshop
 - Net work
-

Skills & Activities:

- (2018) certificate of completion, for successfully completing (4week) “Adobe Photoshop” with the result of Excellent.
- (2023) certificate of completion, for successfully completing (2 month) “Cambridge college of English “

Personal Skills:

- Critical thinking
- -Problem Solving
- -Judgment and Decision Makin
- -Time Management
- -Instructing
- -Dependability