



DLBAND SULAIMAN SHAMZEEN

Business operation coordinator

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🏠 Kurdistan , Erbil
🚩 Kurdish

LANGUAGES

Kurdish

English

Arabic

French

Turkish

COMPUTER SKILLS

Excel Word

PowerPoint

Photoshop

Email Management

Office Systems

Data entry

HOBBIES

- Fitness training
- Reading + improving efficiency
- Gaining knowledge
- Helping others

KEY EXPERIENCE & SKILLS

Jan 2022 - 2026

- Customer Service & Client Relations
- Office Administration & Coordination
- Sales Support & Cash Handling
- Inventory Management &
- Cash Handling & Accounting
- CRM Systems & Data Entry
- Problem Solving & Fast Learning
- Teamwork & Independent Work
- Document Handling & Translation
- Communication & Negotiation
- Time Management & Reliability

PROFILE

Reliable and disciplined Business Operations professional with 5+ years of proven experience in retail operations, customer service, sales coordination, administration, business support, and accountant. Proven ability to manage daily operations, handle customers professionally, and work efficiently under pressure. Seeking a stable position within a reputable organization where my strong work ethic, adaptability, and multilingual abilities can contribute to team success.

EMPLOYMENT

Owner & Store Manager

2021 - 2026

Mobile Sliman, Shaqlawa

- Managed daily operations including sales, inventory, customer support, cash flow, pricing, and suppliers.

Phone Repair Technician

2023 - 2024

Mobile Sliman, Shaqlawa

- Diagnosed and repaired mobile devices and maintained high service quality under pressure.

Volunteer Movie Translator

2023 - 2025

Kurd Subtitle, Erbil

- Translated movie subtitles into Kurdish with cultural accuracy and met deadlines.

Online Sales Representative

2022 - 2024

DXN, Erbil

- Handled online sales, customer inquiries, and digital communication.

Telecommunications Reseller

2021 - 2025

Self employee, Erbil, shaqlawa

- Managed end-to-end operations of recharge business, including sales, customer support, call center coordination, and digital transaction processing.

COURSES

English Language Studies

2023

Arabic language Studies

2025

Business understanding Studies

2024

FURTHER INFORMATION

- Available for full-time work immediately
- Strong work ethic and punctuality
- Physically fit and energetic
- Quick learner with positive attitude
- Strong work ethic
- Working under pressure
- Good leadership skills