

Khabat Rafeeq Tawfeeq

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Address: Sky Towers, Erbil, Iraq

Date of birthday: 17/1/1997

Nationality: Iraqi

Professional Summary:

I am a highly efficient and organized professional with expertise in administrative and operational functions, including logistics, procurement, Inventory Finance and Archive documents. I contributed to the smooth execution of daily operations by streamlining processes, managing key tasks, and fostering effective communication across teams. My adaptability and ability to handle a diverse range of responsibilities played a key role in maintaining the overall efficiency and success of the organization.

Professional Experience:

SK Group | Archive Supervisor | August 2025 – Present | Erbil

Experienced Archive Supervisor with a strong background in document control and records management within the construction industry. Skilled in overseeing both physical and digital archives to ensure accuracy, compliance, and accessibility across all phases of project lifecycles. Proven ability to implement structured filing systems, maintain version control, and support audit readiness through meticulous documentation practices. Adept at using document management platforms such as Aconex, Procore, and SharePoint, with a commitment to upholding legal standards, confidentiality, and data integrity. Known for collaborating effectively with project teams, vendors, and auditors, while continuously improving archiving systems and workflows to enhance operational efficiency.

Key Achievements:

- Successfully managed the complete lifecycle of project documentation, ensuring full compliance with legal and regulatory requirements.
- Spearheaded the digital transformation of physical records through scanning and indexing, significantly improving document accessibility across departments.
- Played a key role in audit preparation and execution, contributing to strong compliance performance in both internal and external audits.
- Developed and maintained a standardized indexing and retention system that improved traceability and minimized document loss or misfiling.
- Trained and supported project staff on best practices in document control systems and software usage, resulting in improved accuracy and consistency in record submissions.
- Established secure document storage and access protocols, safeguarding sensitive project data and ensuring adherence to confidentiality requirements.
- Collaborated with subcontractors and vendors to collect, review, and archive compliance-critical documentation, supporting contract closure and legal claims with complete records.

IMMAP Inc | Administrative Assistant | July 2022- March 2025 | Erbil

I have extensive experience providing comprehensive logistical support, including assisting the Logistics Coordinator with the preparation and execution of workshops, meetings, and events. I am skilled in managing event setup and teardown, handling hotel bookings, purchasing tickets, and arranging airport transfers for staff and visitors. I have a strong background in supplier documentation management, ensuring suppliers provide complete and accurate documentation for procurement and payment processes. My experience also includes supporting asset and equipment maintenance, ensuring proper registration, repair, and upkeep, and maintaining accurate inventory records. I have coordinated procurement activities, managed petty cash, and oversaw staff phone credits. Additionally, I offer general administrative support, including filing, data entry, document preparation, and visa/residency permit processing. I have successfully managed staff transportation logistics, ensuring timely travel arrangements, vehicle availability, and maintenance. My organizational skills ensure smooth daily operations and effective coordination of resources.

Key Achievements:

- Successfully coordinated and executed multiple workshops, meetings, and events, ensuring all logistical requirements were met efficiently and on time, including event setup, teardown, and transportation arrangements.
- Developed and maintained secure digital filing systems using MS Office, SharePoint, and document control tools, improving accessibility and reducing retrieval time.

- Managed day-to-day office operations, ensuring smooth workflow and administrative efficiency.
- Maintained accurate inventory of supplies and coordinated timely reordering to prevent shortages.
- Coordinated with service providers to ensure timely resolution of maintenance and repair issues.
- Trained and supported new team members during onboarding to ensure quick integration.
- Collaborated with the Guard Unit, administrative, and operations teams to ensure proper coordination during special missions, high-profile visits, and emergencies.
- Developed and implemented office policies to improve efficiency and staff accountability.
- Managed hotel bookings, ticket purchases, and airport transfers for staff and visitors, streamlining travel logistics and reducing costs through effective coordination.
- Ensured accurate and timely supplier documentation for procurement and payment processes, improving the efficiency of operations and compliance with organizational standards.
- Played a key role in asset and equipment maintenance, ensuring all items were properly registered, repaired, and maintained, leading to reduced downtime and improved operational effectiveness.
- Oversaw procurement activities, tracking quotations, deliveries, and transaction records, ensuring adherence to procurement policies and timely receipt of goods and services.
- Provided consistent administrative support, including visa and residency permit processing, filing, and document preparation, contributing to smooth office operations.
- Efficiently coordinated staff transportation, maintaining accurate records and ensuring vehicle readiness and regular maintenance, contributing to timely and cost-effective travel arrangements.

IMMAP Inc | Admin Clerk | September 2021 - June 2022 | Erbil

I provided comprehensive support in logistics, procurement, and finance functions to ensure smooth operational efficiency. In logistics, I assisted with the organization and preparation of workshops, meetings, and events, while helping manage the asset register and maintaining equipment and premises. I also supported the movement of vehicles in alignment with program needs. In procurement, I gathered quotations and ensured that all purchases adhered to iMMAP's guidelines. In the finance area, I was responsible for scanning payment documents, managing consultant invoices, maintaining proper filing of receipts, and supporting petty cash management. Additionally, I performed various tasks assigned by the Logistics and Procurement Officer and the Head of Finance and Operations, contributing to the overall success of the team and organization.

IMMAP Inc | Finance Clerk | September 2020 - August 2021 | Erbil

I supported daily petty cash management and ensured that invoices were accurately filed in accordance with the latest iMMAP policy guidelines. I maintained direct communication with consultants to receive their invoices, and I collected and archived all original receipts. Additionally, I ensured that payment documents were scanned and properly organized by the end of each month, contributing to the overall efficiency of financial operations.

IMMAP Inc | Receptionist | April 2019 - August 2020 | Erbil

I was responsible for greeting and welcoming guests as they arrived at the office, ensuring a positive first impression. I directed visitors by maintaining up-to-date employee and department directories and providing clear instructions. Additionally, I managed calendars and coordinated meeting schedules to ensure smooth office operations.

Languages:

Kurdish Mother Language – Arabic Good – English Good

Education:

Bachelor of Accounting – Koya University – Erbi | 2014 - 2018

Training:

Online security training (BSAFE, Active shooter and information security).

Key Skills:

- Microsoft Office Programs.
- Team leader.
- Time Management.
- Problem-Solving Skills.
- Supplier Management.
- Office Management.
- Inventory Management.
- Quality Control.
- Communication.
- Negotiation.

***Reference Available Upon Request.**