



CV

CONTACT: REZHIN FARHAD MUHAMMAD

Erbil – Rona tower

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EDUCATIONAL & TRAINING BACKGROUND

- Graduate from Al Qalam university/ English language Department Year of 2020
- Three courses of English language

LANGUAGE

- Native Kurdish.
- Advance Arabic.
- Advance English.

Personal Details

- Date of Birth : 1/1/1998
- Marital Status : Married
- Nationality : Kurdish
- Religion : Muslim
- Gender : Male

EXPERIENCE:

HR Manager at Premium Edition – 01/12/2024 – 05/11/2025

Responsibilities

- Ensuring employees follow policies and procedures
- Preparing payroll software for salary every month
- Recruitment interviewing face to face , selection employees till starting date
- Scheduling and preparing documents for renewing residencies of employees with reminder of expectation date.
- Preparing Employee Schedules (Attendance ,Penalty, rewards)
- Calculating Overtime
- Managing Leaves , Attendance
- Government procedures (Residency , Visa , Social Security , PIT ,)

HR Assistant at Europe car for rental car – 10/11/2022 – 20/10/2023

Responsibilities

- Managing Attendance
- Recruitment (interviewing with call or face to face , Selection, Contact with employee till starting date)
- Payroll
- Managing leaves
- Translator
- Assisting manager about preparing needs of employee of the month

Accountant and sale Representative at Baby Shop Center 2020-2022

- Record daily sales, expenses, and inventory costs.
- Prepare financial reports and cash flow summaries.
- Handle invoices, supplier payments, and payroll.
- Monitor stock valuation and ensure accurate bookkeeping.
- Ensure compliance with financial policies and tax requirements
- Assist customers in choosing baby products and provide product information.
- Maintain clean and organized shelves and display areas.
- Process sales transactions and handle customer inquiries.
- Track product availability and report low-stock items.
- Provide friendly service to increase customer satisfaction and sales.

SKILLS

- Microsoft office (power point, word, excel, outlook and internet explorer).
- I have good communication skills, I like talking to people and helping them out.
- I am a fast learner and a hard worker I like to give my best in whatever I'm doing.
- Can work on ,PHINEX , Odoo
- Using Attendance Machine
- HR skills
- Accountant skill
- Sale Skills

