



# MUSTAFA ZIAD RASHID

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## EDUCATION

### Bachelor's in geological science

NOV.2013 — JUN.2017

Salahaddin University - Collage of Science

## WORK EXPERIENCE

### Rekan Travel

10/12/2018 — PRESENT

Reservations and Administration

\*Hiring, training, and evaluating employees, taking corrective action when necessary.

\*Ensuring office is stocked with necessary supplies and all equipment is working and properly maintained.

\*Working with accounting and management team to set budgets, monitor spending, and processing payroll and other expenses.

\*Maintains quality service by enforcing quality and customer service.

\*Processing orders, forms, applications, and requests.

\*Communicating and coordinating with colleagues as necessary.

\*Ensure customer satisfaction and provide professional customer support.

\*Problem-solving and analytical skills.

\*Knowledge of visa processes and requirement.

\*Knowledge of visa processes and requirement in the context of Iraq.

\*Visiting and encoring the customers and agencies.

\*Knowledge of entire traveling systems including Ticketing, Hotel reservation, Insurance...etc

\*Saber red work space.

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\*Knowledge of entire traveling systems including Ticketing, Hotel reservation, Insurance...etc

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\*Translation of official documents from English to Arabic and Kurdish and vice versa.

### Red Crescent Organization - منظمة الهلال الاحمر (NGO)

01/03/2020 — PRESENT

Volunteer

\*Team Leader Assistant

\*Data entries and data collection

\*Communication and Translation

\*Team work

### Top Travel

15/01/2018 — 20/11/2018

Finance

\*Assisting in the preparation of budgets

\*Managing records and receipts

\*Reconciling daily, monthly and yearly transactions

- \*Preparing balance sheets
- \*Processing invoices
- \*contacting agencies for payment requesting.
- \*Collecting payments from the agencies.
- \*Taking responsibilities for the locker and safe.

## **Al-Saeda Company**

**01/09/2017 — 31/12/2017**

HR Assistant

- \*Serve as point of contact with benefit vendors and administrators.
- \*Maintain calendars of HR management team.
- \*Oversee the completion of compensation and benefit documentation.
- \*Schedule meetings, interviews, HR events and maintain agendas.
- \*Coordinate training sessions and seminars.
- \*Perform orientations and update records of new staff.
- \*Helping the HR manager with recruitment of staff
- \*Processing incoming mails.
- \*Produce and submit reports on general HR activity

### **LANGUAGE**

- \* **Kurdish** : Mother's Tongue
- \* **English** : Fluent
- \* **Arabic** : Fluent
- \* **Turkish** : Very Good
- \* **French** : Basics

### **COMPUTER SKILLS**

- \* Microsoft Office (Word – Excel – PowerPoint)
- \* Petrel
- \* Fast Typing
- \* Data entries
- \* Photoshop
- \* Media Player
- \* IT
- \* Networking
- \* Email and Outlook
- \* Google Drives
- \* Formatting and Setups

### **TRAINING & CERTIFICATION**

- \*Rig filed at KAR group for Oil and Gas. (Training)
- \*Field Training ( GPS, Cross Section Mapping, Dam Building). (Training)
- \*Training coorses at FZCO company for Geophysics. (Certification)
- \*UN (OSOCC Awareness course) (Certification)
- \*Management Coarse. (Certification)
- \*Social Success at Work. (Certification)
- \*Learning Program Management. (Certification)
- \*Persuasive Selling. (Certification)

### **BA GRADUATION REPORT**

**(Sedimentology and Reservoir Characterization of the Middle Member Bakken Formation -North Dakota-USA)**

## PROJECT

The objectives of this project are listed below:

- \* Defining reservoir characterizations of the Middle Bakken Formation, in Williston Basin, North-Dakota.
- \* Identifying of the reservoir units within the Middle part of the Bakken Formation.
- \* Delineating the sedimentological features that are affected the quality of the reservoir.

## INTERESTS & SKILLS

- \*Reading
- \*Sports
- \*Traveling
- \*Grate Team worker
- \*Management
- \*Communication Skills
- \*Consistency
- \*Attention to Details
- \*Getting Jobs Done
- \*Ability to work independently and self-responsibly
- \*Strategic thinker
- \*Fast Learner
- \*Electronics & Technology
- \*Creative mindset
- \*Strong personality and resilience to stress and high work load

## REFERENCES

References are available if requested.