



Aws Assim Mustafa

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Personal Information:

Marital Status: Married

Gender: Male

Year of Birth: 1991

Citizenship: Iraqi

Profile:

Although I am an experienced English instructor with many years of experience, I also possess strong administration skills with extensive experience of day-to-day office administration tasks and duties. I am a well-presented and well-spoken individual, with a professional manner and cheerful disposition. I am organized and hard-working with the ability to learn new tasks quickly and have strong time management skills. With excellent written and verbal communication skills, I provide an outstanding level of support to clients and suppliers alike.

Highlight of Skills:

- Excellent documentation and presentation skills
- Proficient in MS (Word, Excel, Power Point, Access), Windows (7, 10 and 11)
- Strong experience in preparing documents in different formats professionally
- Strong Data Entry and business writing skills with a capability of typing 80 WPM
- Bilingual in English, Arabic plus average knowledge in Kurdish languages

Personal Qualities:

- Excellent interpersonal skills
- Professional telephone manner
- Good communication & listening skills
- Good problem solver
- Strong attention to detail and a completer finisher
- Positive 'can do' approach

Education:

Cihan University, Department of English Language
Degree Awarded: Bachelor of Arts in English Language.
Erbil-Iraq (July2011-July2015)

University Putra Malaysia (UPM), Department of English
Degree Awarded: Master of Applied Linguistics.
Selangor- Malaysia (September 2016- June 2018)

Experience:

Assistant Lecturer (Baghdad- Iraq, Full time) Nov 2024-Present
Mustansiriyah University

English Teacher (Erbil – Iraq, Full time) Sep 2023 – Present
Cambridge International School - Capital City

English Teacher (Erbil- Iraq, Part time) Jan 2023- August 2023
Kurdistan Capital Institute

English Teacher (Erbil, Iraq, Part time) June 2022- August 2022
Eliza International Language Institute

English Teacher (Erbil-Iraq, Part time) November 2022- January 2023
English Corner Institute

English Teacher (Erbil-Iraq, Full time) September 2020- November 2022
Cambridge International School - Queen Anne

English Teacher (Erbil-Iraq, Full time) September 2018 – June 2020
Canadian International School

Assistant Lecturer (Erbil-Iraq, Part time) February 2020-August 2020
Salahaldin University

Interests:

Learning new languages, playing soccer, hanging out with friends, travelling and driving around to explore new areas all over the world.

References Available Upon Request