

## **Shirzad Mohammed Mahdi Sourchi**

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To secure a responsible career opportunity, where I can fully utilize my training, human resource and management skills, while making a significant contribution to the success of my employer

### **Areas of Expertise & Skills**

- Social responsibility in higher education on an international level and explores key themes and debates in the literature.
- Classroom, teachers are facilitators of student learning and creators of productive classroom
- Environments, in which students can develop the skills they might need at present or in future. Classroom Management and Evaluation skills
- Human Resource Management
- Recruitment, Team training and Mentoring
- Ability to communicate information and ideas
- Principles and methods for curriculum and training design
- Operate effectively in a fast-paced, constantly changing environment.
- Ability to work with very detailed data
- Ability to gather data from a range of sources and apply the information
- Think strategically and anticipate the future needs.
- Proficient with Word, WordPerfect, Excel, and PowerPoint
- Highly organized, with superior problem-solving and analytical abilities
- Sociable, creative and hard working
- Fluent in reading, writing and speaking English, Persian, and Kurdish
- Strong interpersonal and customer service skills

### **Education**

- Doctor of Philosophy, (Ph.D.) Business Administration, (Human Resource Management), Received in Huazhong University of Science and Technology, Wuhan, China
- Master of Business Administration (MBA)
- Master of Tax Law (LLM)
- Bachelor of Business Administration (B.B.A)
- Certificate of Teaching Methods Course

**Note: All educational credentials listed above have been equalized and certified by the Kurdistan Regional Government Ministry of Education and Ministry of Higher Education.**

## Work Experience

- **Head of international Marketing and Languages** Dec 2020 to - Present  
Erbil Polytechnic University, (EPU) Erbil, Kurdistan

- Lead a team of international marketing specialists and responsible for the enrollment of international degree students to the University of EPU international bachelor's programs.

*Responsibilities consist of:*

- Budgeting, developing marketing plans for 10+ target markets, leadership duties, CRM, digital marketing all campaigns are run solely in-house, social media management, SEO etc. Proposed new teaching techniques to ensure quality learning experiences for students.
- Developed grant proposals to support research programs.
- Reviewed and revised instructional materials.

- **University Lecturer** Sep 2016- 2020  
Erbil Polytechnic University, (EPU) Erbil, Kurdistan

*Responsibilities consist of:*

- As lecturer MIS Classroom
- As lecturer Quality Management Classroom
- As lecturer Risk Management Classroom
- As lecturer HRM Classroom
- As lecturer Business English Classroom
- As lecturer Business Writing Classroom
- As lecturer Marketing Classroom
- Proposed new teaching techniques to ensure quality learning experiences for students.
- Developed grant proposals to support research programs.
- Reviewed and revised instructional materials.

- **Human Resource Advisor** Jan 2018- Present  
Barzani Charity Foundation (BCF), Erbil, Kurdistan

*Responsibilities consist of:*

- Dealing with various HR queries throughout the business
- Reviewing and updating job descriptions
- Advising managers on recruitment and selection strategies
- Training hiring managers on candidate interview evaluation techniques
- Assisting with and developing recruitment campaigns
- Coordinating the appointment process for successful applicants
- Monitoring key recruitment metrics, such as turnover and retention rates
- Negotiating terms and conditions of employment with staff
- Providing advice and playing a major role in work reviews and change processes
- Using HR information systems to access, input and compile data
- Identifying development needs

- Suggesting new HR technology solutions to improve day-to-day operations (e.g. ATS and HRIS software)
- Managing staff relationships, responding to any queries or problems that they have and managing their expectations
- Researching and recommending performance evaluation methods (e.g. employee appraisal systems)
- Monitoring, reviewing and updating all HR policies and ensuring these are in line with current legislation
- Supporting the HR manager with various capability investigations, including grievance and disciplinary
- Driving the business performance in relation to the organisation's objectives
- Assisting in organising employer branding initiatives
- Acting as the point of contact for hiring managers, employees and other HR team members

➤ **Senior Manager**

Sep 2012-July 2013

Salahaddin University, Erbil, Kurdistan

*Responsibilities consist of:*

- Assisted in development of research plan.
- Developed research strategies and maintained research agenda.
- Documented research findings and contributed to university publications and journals.
- Developed grant proposals to support research programs.
- Proposed new teaching techniques to ensure quality learning experiences for students.
- Managed expenses within allotted department budget.
- Reviewed and revised instructional materials.

➤ **Senior Manager**

May 2011- July 2012

Salahaddin University, Directorate of Academic Relations Department

*Responsibilities consist of:*

- Recruiting staff, educating, training and developing annual budgets
- Determined ways of improving systems and processes
- Implementing best practices in the industry and evaluating organizational performance.
- Emphasize leadership, analytical thinking, and attention to details, strong organizational and communication skills, and computer proficiency.
- Effectively ensured goals and objectives of the integration were accomplished within prescribed timeframe.
- Productively established and communicated improvement plans and integration of go-live support plans.
  
- Assisted in reviewing system interfaces relative to operational processes, identified significant gaps and proposed solutions to close identified gaps.
- Provided coaching, advice and conflict resolution support to the leadership team on people management issues and their impact on performance.
- Maintained accurate and complete records and reports as required
- Managed multiple projects

- **Director of Academic Relations** Nov 2008-2009  
Salahaddin University, Erbil, Kurdistan

*Responsibilities consist of:*

- Helped design and implement Equitable Growth's academic programs in order to grow the Equitable Growth academic network.
- Organized Equitable Growth's presence at academic conferences, including highlighting opportunities for networking, supporting the planning of workshops or mini-conferences and planning receptions and other activities.
- Helped in building relationships with relevant university departments and raise awareness regarding grant opportunities and other academic programs.
- Developed and implemented a strategy for engaging the Research Advisory Board.

- **Administrative Manager** 2005-2008  
Salahaddin University, Erbil, Kurdistan

*Responsibilities consist of:*

- Supervising day-to-day operations of the administrative department and staff members.
- Hiring, training, and evaluating employees, taking corrective action when necessary.
- Developing, reviewing, and improving administrative systems, policies, and procedures.
- 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.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
- Collecting, organizing, and storing information using computers and filing systems.
- Overseeing special projects and tracking progress towards company goals.
- Building new and expanding existing skills by engaging in educational opportunities.

**Directorate**

Cultural and Social Center, Erbil, Kurdistan

2004-2005

*Responsibilities consist of:*

- Provided support/advice to the team regarding all HR related activities
- Point of contact for employee questions/concerns/complaints.
- Managed employee relations in a sensitive and diplomatic manner
- Assisted in determining job standards/performance expectations for staff at all levels
- Responsible for the recruitment/selection of management positions
- Participate in annual performance evaluations for staff and make salary recommendations within established levels
- Ensure timely and accurate processing of employee and management compensation.
- All other HR related activities as required

➤ **Human Resource Associate**

JDS Uniphase Corporation, Ottawa, Ontario, Canada

1998 - 2004

*Responsibilities consist of:*

- Supported the recruitment team, focusing on completing preliminary candidate screening and interviewing
- Developed and maintained excellent relationships with hiring managers, HR practitioners and partners within the business units.
- Delivered recruitment services to internal business partners, including front-end analysis, panel interviewing, assessment, selection and feedback.
- Supported best practices and the values of the Human Resources Profession.
- Hiring and Recruiting, Training and Development, Handling Compensation, Employee Relations, Legal Responsibilities.

***References available upon  
request***