

YASEEN HAMEED RASHID

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FIELD EXPERIENCE

- Over **20** years of experience in Academic, I have substantial experience in HR admin & management.
- I have over **11** Years HR & Amin Management, including several Years dealing with UN, NGOs and privet Organization.
- Familiar with all administrative works, including office software application assistance, as well as with program/ project planning and monitoring, and good skills in HR, procurement and logistics for emergency project planning and implementation.
- During my long experience, I had several achievements for HR and Administrative which I am briefing below:

PROFESSIONAL EXPERIENCE

Materials that co-taught:

1)	Engineering Drawing - Electrical Department First stage.	2)	Computers - Electrical Department First stage.
3)	Computer Applications - Electrical Department Second stage.	4)	Electrical professionalism Safety- Electrical Department Second stage.
5)	Biological Statistic - Nursing Department First stage.	6)	Mathematic - Electrical Department First stage.
7)	Electrical Drawing AutoCAD - Electrical Department Second stage.	8)	Mathematic Matlab – Computer System Department First stage.
9)	Computer Network – Computer System Department Second stage.	10)	Computer Applications - Business Administration Department Second stage.
11)	Computers - Business Administration Department First stage.	12)	Principles of Engineering – Food Industrial First Stage.
13)	Computers - Nursing Department First stage.	14)	Computers - Medical Laboratory Techniques Department First stage.
15)	Advance Mathematics Second Stage Mechanical department SPU.	16)	Mechanical drawing Second stage Mechanical department EPU
17)	Air-conditioning Second stage Air conditioning Department EPU	18)	Transportation Climate Control First Stage Automobile Technique department EPU
19)	Auto Brake System First Stage Automobile Technology department EPU	20)	Suspension and Steering System Second Stage Automobile Technique department EPU
21)	Manual and Automatic Transmissions Second Stage Automobile Technique department.	22)	Student Projects.

Subjects Under Teaching:

1)	Transportation Climate Control First Stage Automobile Technology department EPU	2)	Suspension and Steering Second stage Automobile Technology department EPU
3)	Manual and Automatic Transmissions Second Stage Automobile Technique department EPU.	4)	The Body Guard Creeper Seat Report 2019-2020

Since Oct. 15 **Erbil Technology Institute / Iraq - Erbil:**

- 1. Head of evaluation Department for the Technology Institute.**
 - (1)Preparation of list of projects**
 - (2)Distribute the Projects among the student by program that designed by me.**
 - (3)Following up the projects and % of developments.**
 - (4)Evaluate the Project results**
 - (5)Finalize the projects and participate as chairman of the discussion committee.**
 - (6)Preparation the required reports.**
- 2. Member of the Scientific committee of the Technology Institute/Erbil (HR)**
 - (1)Following up all the issues related to transfer student or teachers.**
 - (2)Interview with the new comer Teacher to evaluate their scientific capability.**
 - (3)I introduced a tool to organize the information about the candidate teachers.**
 - (4)Part of decision making for other administrative issues.**
 - (5)Preparation of meeting minutes.**
- 3. Member of the consultancy Office for the Technology Institute**
 - (1)Find alternative source of fund for the institute.**
 - (2)Preparation of the monthly financial statement**
 - (3)Linkage the institute to the Market.**
- 4. Member of quality insurance**
 - (1)Preparation and arrange the course book for each subject.**
 - (2)Preparation for the seminars for the teachers in the Departments.**
 - (3)Responsible for checking the attendance Sheet**
 - (4)Evaluation and Feedback forms CAD 1, CAD 2**
 - (5)Responsible and produced new tool to have the Feedback from Student to Teachers**
 - (6)Produced tool to analyse the feedback in proper way.**
 - (7)Produced tool to consolidate overall year (brief case) for the Teacher.**
- 5. Member of the Technology Sector**
 - (1)Representing the Mechanical Teacher in the Sector meeting**
 - (2)Making the necessary arrangement for the class hours.**
- 6. Member of the departments counsel**
 - (1)Introduce a tool for calculating the overtimes or extra hours for the Teacher.**
 - (2)Preparation of reports of the department's decisions.**

- 7. Member for the examination committee.**
 - (1) Introduce an Excel program to facilitate the overall Committee's activities.**
 - (2) Introduce a tool to provide statistical analysis for the results of all departments.**
 - (3) Introduce a tool for Student attendance sheet, including absence & leave ect.**
 - (4) Introduce a tool for Student result slip (exactly like pay slip for staff) (this was published on the institute's website)**
- 8. Member for summer training Committee.**
 - (1) Supervising 10 students during the training.**
 - (2) Preparation for the training plan and materials**
 - (3) Preparation of attendance sheet**
 - (4) Preparation of Student evaluation**
 - (5) Submit weekly report to the Head of Department.**
- 9. Head of Quality Assurant committee for the Automotive Technique Department.**
 - (1) Preparation of list of Seminars and Workshops.**
 - (2) Following up the Seminars and Workshops.**
 - (3) Evaluate the Seminars and Workshops results**
 - (4) Preparation the required reports.**
 - (5) Following up the student feedback.**
- 10. Member of Database for Bokogna system committee for the Erbil polytechnic university.**
 - (1) Preparation the session.**
 - (2) Following up the progress of the database.**
 - (3) Evaluate the student and teachers and staff activity.**
 - (4) Preparation the data entry for all the university staff.**

Oct.11- Oct 15 **Halabja Technical Institute / Iraq - Halabja:**

- 1. Head of Examination Committee**
- 2. Member of the Scientific committee of the Technology Institute/Halabja (HR)**
- 3. Member of the departments counsel**
- 4. Head of Master Sheet committee (Students History and all related information)**
- 5. Head of Tender Opening Committee**
 - (1) Receiving the Tenders**
 - (2) Tender Opening**
 - (3) Analysing the Tenders & Evaluation**
 - (4) Preparation of the final decision**

Nov.10- Oct 11 **Chamchamal Technical Institute / Iraq - Chamchamal:**

- 1. Dean of the Technical Chamchamal Technical Institute.**
 - (1) Overall Management for the Institute**
 - (2) Responsible for planning and strategy for the institute**
 - (3) Decision maker for Master Budget for the institute**

Nov.07- Nov.10 **Halabja Technical Institute / Iraq - Halabja:**

1. Dean of the Technical Institute for Halabja

Sep.03- Nov.07 **Iraq - Chamchamal: Supervisor Engineer**

1. daily delivery of equipment and materials to the worksite
2. Control the usage of materials
3. Participate together with daily workers and contractors to the implementation of all construction
4. Organize the daily workers' work: optimize the distribution of tasks according to the members' potential;
5. Ensure the quality of work done
6. Ensure the advancement of the work according to the planned schedule

Key Achievements:

- 1) Computerize all the manual work during my carrier.
- 2) Manage more than 150 Staff in addtion to 1500 student.
- 3) Set up HR tools for the staff controlling the Leave, transfer and recrutments.
- 4) Applied new system for registration the incoming and outgoing letters for the Institute.

E D U C A T I O N

Qualifications:

2004-2006 **University of Technology, Baghdad, Iraq**
MSc Mechanical Engineering

1987-1991 **University of Technology, Baghdad, Iraq**
BSc Mechanical Engineering
Award: Forth Class Distinction

Trainings:

- **AutoCAD 2000 - Sulaimania/Iraq.**
- **Advance Management Sulaimania/Iraq.**
- **Leadership Development Istanbul/Turkya.**
- **Course in Leader ship & Management/ Lebanon 2010**
- **Analyzing the personality / Iraq-Halabja.**

S K I L L S

Skill

MS Word, MS Excel, Power point
Windows
Programming (Visual Basic, QBasic)

Auto Cad 2013

Level

Excellent

Good

Excellent

Languages

Kurdish
Arabic
English
Turkish

Level

Mother Tongue

Fluent (speaking, reading & writing)

very good (speaking, reading & writing)

Good (reading & writing)

Personal Information:

Yaseen Hameed Rashid

Birth: 1969

Status: Married



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25-6-2020