

PROFESSIONAL DETAILS



Fullname Fairooz Mustafa Hamdi

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Phone 07504503567

Gender female

Birth Date 1975-10-01

Address Iraq - Duhok

Nationality Iraqi

-
- [Technical College of Administration](#)
 - [Electronic Journalism](#)

LANGUAGE

- **Kurdish Language** (Native)
- **Arabic Language** (Native)
- **English Language** (Proficient)
- **French Language** (Beginner)

SPECIALTIES

Master degree (MA) in International Human Resources Management PhD in Management (Human Resources and Organizational Behavior) Leadership Communication and Sustainability

TEACHING MATERIAL

Human Resources Management Electronic Management Business Ethics Organizational Behavior Leadership Public Relations Communication Skills Managing People in Organization Research Methods. Corporate social Responsibility Sustainable development.

SOCIAL LINKS

[LinkedIn](#) [ResearchGate](#) [Google Scholar](#) [Academia](#)

EDUCATION

Sep, 2020

Ph.D. in Management

Leadership and Organizational Change

ICN Business School, France

Nov, 2012

MA in International Human Resources Management

Human Resources

University of Huddersfield, UK

Sep, 2008

Bachelor in Public Administration

Business Administration

University of Duhok

Sep, 1994

Technical Diploma in Accounting

Accounting Dep.

Duhok Technical Institutes

TITLE

Oct, 2021

Lecturer

PROFESSIONAL EXPERIENCE

May, 2018 - Jun, 2018

Supervision employee

Independent High Electoral Commission of Iraq

Paris, France

Supervision of the election campaign of the Iraqi government

Sep, 2013 - Nov, 2014

Assistant Lecturer & Department Rapporteur

Department of Financial Accounting

Technical College of Administration Duhok Polytechnic University

Taught human resource management, English Business, and Business correspondence, Assisted the Head of Department in the ongoing development and supervision of the curriculum and the quality of teaching and learning that is provided for each student, supervising undergraduate students.

Jul, 2009 - Sep, 2013

Assistant Lecturer & Senior Researcher

Faculty of Administration and Economics

University of Duhok

Taught human resource management, and Principle of Management. Conducted research in management by collecting, organizing, and analyzing opinions and data to solve problems, explore issues, and predict trends

Mar, 2009 - Feb, 2011

Senior Admin/Finance Assistant

United Nations High Commissioner for Refugees (UNHCR)

Duhok Field Office

Updated records, prepared documents, basic financial analysis, and implemented policies. Performed budget and payroll dealings, maintained distinct account such as discretionary and grant funding and maintained accurate financial records

Jul, 2007 - Jan, 2009

Finance Officer

International Relief & Development Organization (IRD)

Duhok Field Office

Distributed the financial resources of the organization. Supported the executive management team by offering insights and financial advice that will allow them to make the best business decisions for the organization..

Jul, 2001 - Sep, 2013

Human Resources Manager

MakolCangez Company

Duhok International Airport

Planned, organized, and controlled the activities and actions of the HR department.

Jul, 2001 - Dec, 2003

Cashier and Office Clerk

UN Habitat

Duhok Field Office

Distributed staffs' salaries and other payments of utility services. Performed clerical and administrative duties in an office setting. Assisted executive assistants and secretaries by sorting mail, filing, answering phones, greeting clients, scheduling meetings, and restocking supplies.

Jul, 2000 - Dec, 2008

Accountant

Duhok Customs Office

Duhok

Prepared balance sheets, profit and loss statements and other financial reports, analyzed trends, costs, revenues, financial commitments and obligations incurred to predict future revenues and expenses. Reported organization's finances to management and offered suggestions about resource utilization and assumptions underlying budget forecasts.

Jul, 1995 - Dec, 1999

Audit assistant

Presidency of Duhok University

University of Duhok

Prepared and examined financial record. Ensured compliance with established internal control procedures by examining records, reports, operating practices, and documentation. Verified assets and liabilities by comparing items to documentation. Completed audit workpapers by documenting audit tests and findings.

CONFERENCE

Jun, 2019 - Jun, 2019

[EURAM \(European Academy of Management\) Conference](#)

Portugal., Lisbon As Presenter

Presenting Research Paper "Leadership Values and Communication in the process of Change towards Sustainability".

Jul, 2016 - Jul, 2016

[International Conference on Leadership and Innovation \(ICLI\)](#)

Germany, Berlin As Presenter

Leadership Values and Communication in the process of Change towards Sustainability- Literature Review

Aug, 2015 - Aug, 2015

[Paris Annual Business Research Conference](#)

France, Paris As Presenter

Strategic Planning and its Role in Achieving the Entrepreneurial University Requirements (An Analytical Study in the Duhok Polytechnic University

Mar, 2014 - Apr, 2014

[4th Gulf Education and Exhibition](#)

United Kingdom, London As Guest

Gulf Education Conference is a dynamic and innovative annual 2 day exhibition providing a unique showcasing and networking platform from which to explore global academic and business partnerships in education with the Gulf and MENA regions.

May, 2013 - May, 2013

[Scientific Conference of the University of Duhok](#)

Duhok, University of Duhok As Guest

First Scientific of Business administration conference

WORKSHOP

Dec, 2013 - Dec, 2013

[Teaching methods & English language workshop](#)

Eastern Mediterranean University. Famagusta, Cyprus. As Guest

Teaching methods & English language workshop

Feb, 2009 - Feb, 2009

[Finance and Admin workshop.](#)

United Nation High Commissioner for Refugees (UNHCR) . Amman, Jordan As Presenter

Finance Developing Programmer