

Syako Sulaiman Shekho

Address: Hawler Nwe, Erbil, Kurdistan-Iraq

Place of Residence: Erbil, Kurdistan-Iraq

DOB: September 11, 1987

Gender: Male

Phone (mobile): Iraq No: +964(0)751460 2799

+964(0)750460 2799

UK No: +447340539236

E-mail: syako.sulaiman@gmail.com

EDUCATION

- **2024:** Ph.D. Postcolonial English Literature, **Soran University** (Pass with Distinction/ Excellence).
- **2015:** Post-graduate Certificate (PGC) (Professional development: Learning and teaching in Higher Education): **St Mark & St John- Plymouth (UK)** in Partnership with Soran University (Kurdistan).
- **2014:** MA. English Literature, **Brunel University London**. (Pass with Merit) – Fully-funded Scholarship.
- **2013:** Pre-sessional Language course, International Pathways and Language Centre (IPLC) in the **London- UK**.
- **2011:** B.A in English Language and Literature, **University of Koya- Kurdistan**. (Pass with Distinction/ Excellence).

EXPERIENCE

International Exchange and Exchanges Board (IREX) US Organization Erbil- Iraq

Senior Consultant- part-time due to US funding cut April 2024- present

- Provide technical and representational support to IREX during the transition to and maintenance of status as a non-active registered non-profit organization in Kurdistan through support on the legal submission of required documents, financial and programmatic reporting, and coordination with external auditors and legal representatives

International Exchange and Exchanges Board (IREX) US Organization Erbil- Iraq

Senior Manager September 2024- March 2025

- Accountable for the overall technical quality, implementation, and impact of the project.
- Lead the development and execution of key project deliverables including workflow plans, budgets, internal and external reports, presentations, and donor-facing documentation.

- Guide and oversee the creation of strategic communications, including drafting and approving official correspondence and reports.
- Manage the administrative and financial operations of the IREX regional office in the Kurdistan Region in coordination with senior technical experts and project managers.
- Supervise daily program operations to ensure timely, efficient, and cost-effective delivery of all components, while adapting to evolving needs and contextual shifts.
- Ensure program activities align with strategic goals and comply with donor requirements.
- Perform additional tasks as needed to support program goals and organizational effectiveness.

Jobs.KRD Organization

Erbil- Iraq

Program Director

March 2024- August 2024

- Lead the strategic planning process, ensuring that programs are designed to address the most pressing needs and contribute to long-term impact.
- Develop and articulate a clear and compelling vision for the NGO's programs in Erbil, aligned with the overall organizational mission and goals.
- Monitor and evaluate program effectiveness, making data-driven decisions to enhance impact.
- Represent the organization in key forums, conferences, and meetings to enhance collaboration and resource mobilization.
- Build and maintain strong partnerships with local government agencies, community leaders, NGOs, and other relevant stakeholders.
- Provide guidance, mentorship, and professional development.
- Oversee the development and management of program budgets, ensuring financial sustainability and accountability.

International Exchange and Exchanges Board (IREX) US Organization

Erbil- Iraq

Program Manager

Feb 2023- March 2024

- Overseeing office operations, managing finance, managing vendor payments, managing bank relations, ensuring IREX registration in Kurdistan, conducting regular compliance reviews, and maintaining organized documentation systems including vendor payments as bank signatory and IREX POC.
- Make independent decisions about the type of information needed for document creation, with the authority to sign for approval for defined amounts as directed by the project.
- Overseeing Career Development Centers in all Kurdistan public universities including all workforce development programs.
- Design and develop effective programs aligned with IREX's mission and goals in Kurdistan.
- Leading TOT training on workforce-related areas, career specialist training, soft skills, and entrepreneurship skills.
- Oversee the planning, implementation, and evaluation of projects in the region.
- Cultivate and maintain relationships with key stakeholders, including donors, the U.S. Consulate general-Erbil, government offices, University leaders, the Ministry of Higher Education and Higher Education, NGOs, and local partners.
- Manage program budgets, ensuring resources are allocated efficiently and in compliance with funding requirements.

- Lead and guide a team of professionals, fostering a collaborative and results-oriented work environment.
- Implement robust monitoring and evaluation mechanisms to track program impact and ensure accountability.
- Develop and implement initiatives to enhance the skills and capacities of staff and beneficiaries.
- Prepare comprehensive reports for donors, stakeholders, and IREX headquarters, documenting program progress and outcomes.
- Ensure adherence to IREX policies, as well as local and international regulations governing programs in Kurdistan.
- Identify and mitigate potential risks to program success, proactively addressing challenges as they arise.
- Actively engage in networking opportunities to promote IREX initiatives, build partnerships, and stay informed about the local context.
- Advocate for the importance and impact of IREX programs within Kurdistan, contributing to the organization's broader mission.

International Exchange and Exchanges Board (IREX) US Organization Erbil- Iraq
Senior Program Officer Sep2020- Jan 2023

- Supervise administration, program management, and bank payments, including issuing cheques.
- Oversee Career Development Centers in Kurdistan's public universities, encompassing all workforce development programs.
- Design and develop programs aligning with IREX's mission in Kurdistan.
- Manage project planning, implementation, and evaluation in the region.
- Cultivate and maintain relationships with key stakeholders, including donors, U.S. Consulate General-Erbil, government offices, University leaders, Ministry of Higher Education, NGOs, and local partners.
- Ensure efficient allocation of program budgets and compliance with funding requirements.
- Lead and guide a collaborative team for effective project execution.
- Implement robust monitoring and evaluation mechanisms for program accountability.
- Develop initiatives to enhance the skills of staff and beneficiaries.
- Prepare comprehensive reports for donors, stakeholders, and IREX headquarters, documenting program progress.
- Ensure compliance with IREX policies and local/international regulations in Kurdistan programs.
- Identify and mitigate potential risks to program success, addressing challenges proactively.
- Actively engage in networking to promote IREX initiatives, build partnerships, and stay informed about the local context.
- Advocate for the importance and impact of IREX programs in Kurdistan, contributing to the organization's broader mission

International Exchange and Exchanges Board (IREX) US Organization Erbil- Iraq
Program Officer Feb 2018- Sep 2020

- Oversee and manage diverse programs with a comprehensive approach.
- Provide crucial technical inputs for the development of projects.
- Undertake high-level administrative tasks, including drafting plans, budgets, reports, and presentations.
- Develop effective written communications, ensuring clear and concise messaging.
- Exercise financial oversight, ensuring efficient allocation and utilization of resources.
- Serve as the primary point of contact for the assigned country/region.
- Support program renewals to ensure continuous success and alignment with goals.
- Coordinate outreach efforts with partners for collaborative relationships.
- Gather market intelligence specific to the regional/country responsibility.
- Contribute to proposal development, emphasizing workforce development and training for CDC staff, with a focus on essential soft skills.
- Exercise decision-making authority for document creation and financial approvals within predefined parameters

Soft Skills and Employability Skills TOT Certified Trainer

Erbil- Iraq

2016- present

- Design training modules for soft skills and employability.
- Conduct interactive training sessions.
- Assess participants' soft skills needs and tailor programs.
- Facilitate workshops on communication, teamwork, and time management.
- Provide one-on-one coaching for personal development.
- Offer guidance for career development and enhanced employability.
- Conduct assessments, and provide constructive feedback.
- Establish connections with employers and industry professionals.
- Keep abreast of industry trends for relevant training content.
- Collaborate with educational institutions, job agencies, and community organizations.
- Evaluate program effectiveness and make adjustments.
- Maintain comprehensive records and documentation.
- Customize training for diverse participant groups.
- Utilize assessment tools to gauge soft skills proficiency.
- Engage in continuous professional development.

Soran University, Faculty of Arts- English department

Soran, Erbil- Iraq

English Literature Lecturer

2014- present

- Craft comprehensive curriculum plans for English Literature courses.
- Deliver engaging and informative lectures on various literary topics.
- Design assignments that promote critical thinking and literary analysis.
- Foster a positive and conducive learning environment in the classroom.
- Provide academic support to students through regular office hours.
- Engage in scholarly research and contribute to academic publications.
- Dedicate regular office hours for student consultations, including guidance in literary analysis.
- Develop exams that assess student understanding of literary concepts.

- Stay current with literature trends and incorporate relevant content into teaching.
- Aid and supervise students in their thesis work.
- Actively participate in departmental meetings to contribute to discussions and decisions.

Soran University

Soran, Erbil- Iraq

Director, Career Development Center

May 2015- Nov 2018

- Develop and implement strategic plans for the Career Development Center.
- Lead and manage a team of professionals within the CDC.
- Design and implement career development programs and initiatives.
- Facilitate student engagement in career-related activities and workshops.
- Foster and maintain relationships with employers for internship and job placement opportunities.
- Provide career counseling services to students, assisting with career exploration and decision-making.
- Support students in securing internships, job placements, and employment.
- Organize workshops and seminars to enhance students' professional skills and readiness for the workforce.
- Engage with alumni to provide networking opportunities and mentorship for current students.
- Collaborate with academic departments to integrate career development into the curriculum.
- Develop marketing strategies and outreach efforts to promote CDC services.
- Utilize technology platforms for career resources, job postings, and networking.
- Stay informed about industry trends, labor market demands, and changes in employment landscapes.
- Conduct assessments and prepare reports on the CDC's impact and effectiveness.
- Plan and coordinate career fairs, networking events, and other career-related activities.
- Build partnerships with external organizations to enhance career opportunities for students.

Global Geophysical Services, subcontractor to Marathon Oil Company

Harir, Erbil- Iraq

Camp Manager and Administrator

June 2011- Dec 2011

- Oversee daily administrative operations, including staff scheduling, documentation, logistics, safety protocols, and policy enforcement.
- Manage accommodation assignments, supervise staff, and coordinate catering services.
- Conflict resolution, regular inspections, and collaboration with departments contribute to efficient camp operations.
- Serving as security point of contact for expats.
- Involve emergency procedure planning, budget management, and effective communication with company personnel.
- Organize recreational activities and implement measures for waste management and environmental sustainability.

The Central Veterinary Laboratory – Erbil, Supported by USAID and Colorado State University (U.S).

Erbil-Iraq

June 2010- July 2010

- Providing translation services for documents and communications, coordinating US trainers with local teams, and assisting in logistical arrangements.
- Prioritizing tasks, addressing challenges, ensuring quality, cultural sensitivity, and adherence to deadlines.
- Offering consecutive translation during trainings and workshops

Soran International Medical Services

Erbil-Iraq

Administrator

May 2009- November 2009

- Manage patient appointments, patient registration, medical records management, billing and invoicing, insurance verification, front desk operations, staff coordination, financial reporting, patient communication, compliance oversight, health and safety protocols,
- Coordinate with healthcare providers and adherence to policies.
- Oversee patient communication, compliance with regulations, quality assurance, vendor relations, and patient satisfaction surveys.

Gast Geophysical LTD (Seismic Crew)

Bardarash, Duhok-Iraq

Translator to Party Manager

Jan 2008- April 2009

- Offering day-to-day interpretation from English to Kurdish and vice versa to the party manager

MEMBERSHIPS

- **2016-Present:** Member of Legal Translators of Kurdistan Region.
- **2013- Present:** Member of Kurdistan Teachers Union.
- **2015-2017:** Member of Scientific Committee- English dep. - Soran University.
- **2014- 2017:** Member of Curriculum Committee- English dep.- Soran University

CERTIFICATION, ATTENDANCE & AWARDS

- **2018-Present:** TOT trainer on soft skills and career specialist training.
- **January 2024,** led a 10-hour training course for youth in Soran on Preparing Youth for Market, hosted by Soran Cultural Center, Soran, Erbil-Iraq.
- **December 2023,** Awarded the 2023 All-Star Award Winners by IREX for having an impact on the organization.

- **May 2023**, Panelist at the 2023 Global Youth Economic Opportunities Summit. Washington D.C- United States.
- **September 25-27, 2018**: Panelist at the 2018 Global Youth Economic Opportunities Summit. Washington D.C- United States.
- **July 2018**: Received TOT Certificate from Spearhead Training Center. United Arab Emirates- DUBAI.
- **April 19, 2017**: Attended International Conference of Environmental Impacts of the Oil and Gas Industries: Kurdistan as a Case held at Koya University.
- **April 16, 2017**: Presenter in a two-day workshop on Workforce Skills Training held by Soran University Career Development Center with the support of the U.S. Embassy in Iraq.
- **April 3, 2017**: Presenter in a two-day workshop on Legal Consultation and Skills Training- Raparin University Career Development Center.
- **October, 2016**: Teaching for Success: Online Conference, British Council.
- **September 2016**: Presenter at Iraq Higher Education Conference- Baghdad held by IREX with the Support of the US Embassy in Iraq.
- **March 2016**: A five-day workshop about Motivating Learners in the English Lesson led by the British Council.
- **January 2016**: A Ten-day workshop in the USA for Career Center Specialist Training jointly led by Michigan State University and IREX.
- **December 2015**: Building Alumni Relations Moodle Course through Iraq University Linkages Program by IREX with the support of the U.S. Embassy in Iraq.
- **December 2015**: Presenter in Developing Interpersonal and Communication Skills for Post-Graduate Success. A two-day workshop led by Soran University and IKRUPP.
- **November 2015**: Engaging Faculty in Workforce Development Moodle Course -IREX with the support of the U.S. Embassy in Iraq.
- **November 2015**: Letter of Appreciation from Deputy Prime Minister of Kurdistan Regional Government (KRG) for coordinating successful internship programs 2015-2016
- **October 2015**: Reaching Students Where They Are: Social Media & Marketing Moodle Course - IREX with the Support of the U.S. Embassy in Iraq.
- **May 2015**: Methods of Teaching and Scientific Research, Soran University.
- **May 2015**: Career Center Specialist Training in Erbil- IREX.
- **August 2011**: Energy Logistics HSE Training Department through Energy Logistics-Marathon Oil Company.
- **February 2008**: Conversational English Training Course (U.S Training Program), Koya University.

LANGUAGE

Language	Speaking	Writing	Reading	Listening
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Kurdish Sorani	Native	Native	Native	Native
Kurdish Badini	Fluent	Fluent	Fluent	Fluent
English	Fluent	Fluent	Fluent	Fluent
Arabic	Intermediate	Intermediate	Uper-intermediate	Uper-intermediate
Persian	Beginner	Beginner	Beginner	Beginner

COMPUTER SKILLS

- Operating Systems: All the types of Microsoft Windows.
- Microsoft Office: (Word, Excel, Powerpoint, and Access).
- Internet: Emailing Browse ring and web-searching
- Adobe InDesign Program

Reference available upon request