



## Contact

### Phone

07504705997

### Email

imdad.khaleel@gmail.com

### Address

Soran/Erbil /Kurdistan

## Education

Bachelor Degree - 2010

### Business Administration

Salahaddin University

Master's Degree - 2021

### Human Resources Management

Van Yüzüncü Yıl Üniversitesi - Turkey

## Expertise

- Training and Development
- Negotiation Skills
- Change Management
- Decision-Making
- Recruitment and Talent Acquisition
- Employee Engagement

## Language

English: Good

Kurdish: Native

Turkish: Good

Persian: Very Good

# Emdad Khaleel

## Business Management

A highly motivated professional with a strong background in Human Resources, I bring a combination of critical thinking skills and a passion for fostering positive workplace environments. Known for my ability to analyze complex situations and devise strategic solutions, I am dedicated to enhancing organizational success through effective HR practices. With a keen understanding of HR principles and a commitment to staying abreast of industry trends, I am well-equipped to contribute to the development and implementation of HR strategies that align with organizational goals. Eager to leverage my skills and motivation to drive impactful outcomes and elevate the employee experience.

## Experience

### 2010 - 2017

Soran University Presidency- President office

#### Administrative assistance

- Schedule and manage the president's appointments, meetings, and events.
- Coordinate with other departments and individuals to ensure the president's availability.
- Draft, proofread, and edit correspondence on behalf of the president.
- Respond to emails and inquiries on behalf of the president or redirect them to the appropriate department.
- Prepare materials, agendas, and briefing documents for meetings attended by the president.
- Coordinate logistics for meetings, including room reservations and catering.
- Make travel arrangements for the president, including booking flights, accommodations, and transportation.
- Act as a liaison between the president's office and other university departments, faculty, staff, and external stakeholders.
- Manage communication channels and ensure timely dissemination of information.
- Maintain accurate and organized records of the president's activities, meetings, and communications.
- File and archive relevant documents for future reference.
- Assist in planning and coordinating university events, including commencement ceremonies, fundraisers, and other special events.

### 2018- 2020

Finance Directorate: Salary and Budget Department

#### Financial Controller

- Developing and overseeing the organization's budget, allocating resources according to strategic priorities.
- Monitoring budget performance and recommending adjustments as needed.
- Providing insights into financial trends, risks, and opportunities.
- Ensuring compliance with accounting standards and regulations.
- Implementing strategies to optimize liquidity and maximize returns on investments.
- Coordinating with auditors to undergo internal and external audits.
- Analyzing cost structures and recommending cost-saving initiatives.
- Evaluating and approving capital expenditures to align with strategic objectives.
- Ensuring compliance with local, national, and international tax regulations.
- Assessing financial aspects of contracts and vendor agreements.
- Negotiating terms and conditions to achieve favorable financial outcomes.
- Evaluating financing options to optimize the capital structure

## Computer Skills

Microsoft Office - Trello - Notion - Communication and Collaboration Tools.



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## Experience



2021- 2024

Soran University

Teacher

Department: Business Management

## Hobbies

1. Reading: Demonstrates a commitment to continuous learning and staying informed.
2. Writing: Highlights strong communication skills and creativity.
3. Photography: Demonstrates an eye for detail and a creative perspective.
4. Traveling: Highlights adaptability, cultural awareness, and curiosity.
5. Languages: If you're learning or fluent in another language, it can showcase cultural awareness and communication skills.
6. Technology: Can showcase problem-solving skills, strategic thinking, and adaptability.