D E L V E E N   L U Q M A N

Masike, DOHUK, IRAQ.
CONTACT NO.: **+964-770 1730014** E-mail : dlvin_lukman@yahoo.com**,**

EDUCATION

- **MSC of computer science from Jamia Hamdard-India in 2011 with first Division (94.7%)**

- **BCS of computer science – from Mosul University in 2005**

- **Secondary school from TARIQ BIN ZIAD in 2001**

EXPERIENCE

KURDISTAN INTERNATIONAL BANK FOR TWO YEARS

- **IT Department:** I worked in IT department on 2006 for 1 year as was a member of an integrated team who are responsible of the applied programs of Bank Data Base we worked on ORA Bank program at that time and our responsibilities included:

  1. Fixing the problems on the servers in case founded.

  2. Updating the data of the bank agents

  3. Reporting to the main branch in Erbil (weekly and monthly reports).

  4. Joining training for ITs in Erbil that concern with the developing of the Bank programs.

- **Western Union Manager in Kurdistan International Bank:** In the second year 2007 I have been promoted to be the Manager of Western Union(WU) Department(sending\ receiving money between Iraq and all other countries) in Duhok and all Districts belong to it and I handled the following responsibilities:

  1. Opening new Western Union branches in the following places (Sumail, Sheladeze,Dohuk Jehan Hotel, Duhok-Mmazi Mall and Bardarash).

  2. Collecting teams and making trainings for new teams to work in these Branch, and managing them

  3. Responsible for any malfunction in the programs of WU.

  4. Doing all the work in the main office in Duhok and following and controlling all other branches as well.

  5. Reporting weekly to the Supervisor in Erbil, and discussing any related issue when needed.

LECTURER IN DOHUK UNIVERSITY for 10 years:

- Giving classes of Computer Applications in administrator and economic department.

- Exam commission manager in University of Duhok for the Academic year (2013-2014)

- Two years member in the syllabus and material development committee in Duhok University.

- Giving Net Work class in IT Dept. in polytechnic University of Duhok

- ICDL trainer: giving training in application programs [Word, Excel, Access, Power-Point, Internet] at E-Learning Center in University of Duhok for the teaching staff of the university, students and local community of Duhok .

- Giving E-Learning Training of the educational portal for the teaching staff and students in University of Duhok in differnt faculties .

DUHOK INTERNATIONAL AIRPORT'S CONSTRUCTION COMPANY (07/2013 - 07/2014)

- **Electronic and communication Department:** To supply the terminals and control tower with the electricity net design system and Fiber Optic cables underground of the Airport

- **Project Manager Assistance:** as a project manager assistance in Duhok International Airport I am responsible for (Annex) ICAO standard and manage all contacting issue with the Korean company and other supplier companies and preparing daily report for Kurdistan Region Government (KRG) and also arrange meeting between the project's staff and Drafts briefing notes, talking points, minutes and other papers for the high level meetings and visits by (KRG). During that I've got a lot of experience which makes me a good qualified for this position.

  At the same time and regarding to my specialist (Msc in computer science) I was working in Navigate System department as well.

- **Responsible for ICAO Annex 14 standards of Navigate Systems:** The ICAO Annex 14 sets out the fundamental rules and requirements for Airport Design and Operations, which States undertake to apply through national laws. ACI's Understanding ICAO Annex 14 course explains, in understandable language with a practical approach, the requirements set out by Annex 14 and how they should be implemented by airport operator.

  And I was responsible for the following parts of Anex14:

  1. Aerodrome Manual

  2. Aerodrome Information

3. System of Identification for Runway and Taxiway

4. Airfield Pavement Markings

5. Color Coded System for Airfield Lights

6. Airport Signs

7. Aircraft Navigation Aids

Studied all the standard and the specifications in order to check and set all the systems on the site to meet the standard specifications of ICAO .

IRC (INTERNATIONAL RESCUE COMMITTEE)

1. **(Protection Monitor Officer for IDPs for 1 year)**: It is concern of Iraqi IDP, this position including daily visit to the field and walking with IDPs issue in order to identify how to help them and ensure the support to them, identifying the women Headed Household and separated and unaccompanied children and finally connect these cases to the referrals in order to support them and provide them with basic needs and save their rights and dignity to live, the job including a daily report the team manager and the weekly reporting to the head supervisor.

Specific Responsibilities:

- Procurement for IDP emergency response:

- Equipment/Asset Management for IDP emergency response:

- Warehouse support for IDP emergency response:

- Movement/transportation planning for IDP emergency response:

- Internal and External Coordination related to IDP emergency response:

- Supporting other programs for distribution and reporting all the activities such as such as Hygiene promotion, NFI, cash.

- Field visit according to the work area, doing the assessment and supporting the mobilize team in order to cover as much as of beneficiaries we can.

- attending the weekly meeting of protection with UNHCR and other NGOs.

- other office works (raising PRs, cash advance , liquidations ,reporting, trainings…etc)

2. **Education program (CYPD - program officer)**: ongoing :

Job Overview

- Conduct a needs assessment of teaching and learning materials, support procurement processes, and deliver materials.
- Participate in training of trainers (TOTs) and then provide TOTs for IRC partners to train teachers on the foundational teacher training.
- Support school-based teacher professional development, conduct classroom observations, mentor teachers, and provide refresher trainings.
- Setup and monitor tutoring programs in the IRC-supported schools.
- Work closely with Parent Teacher Associations (PTAs), including facilitating general assembly meetings, training PTAs, and attending PTA meetings throughout the project.
- Collect and report M&E data from the schools as required.
- Other tasks as assigned by supervisor.

RESEARCHES AND CERTIFICATIONS

- published paper in IISTE European International Journal : in the field of Data Mining - computer science.
- Published paper in the polytech. University in Erbil about Data Security
- **Certified by ICDL Center (International Computer Driven License) From Dubai.**
- **Teaching Method certification from UOD university of Duhok**
- **IELTS English Certified by British Council**
- **English Certified by IEC College - UP- India.**
- **IRC way certification by IRC (International rescue committee)**

TRAININGS

- Protection Monitoring training by UNHCR.

- Protection Monitoring training by IRC- Richard (Unaccompanied and Separated Children).

- victim protection , support the survivor of trafficking. (Women)

- Women protection and Empowerment (GBV) .

- Training about how to deal with the psychological cases in the field and how to manage these case. the center of training was in UNHCR and the training by ACF NGO which presented by Ola

- I gave Training about Signal Propagation in UOD (University of Dohuk)

- I gave Training about Modulation and Demodulation of the Analog Signal in UOD.

- 4 trainings Has been given by me about E-Learning system for the teaching staff and students in different faculties in UOD.

- ICDL training by me to the teaching staff member of the UOD in order to get the certificate of ICDL to meet the requirements of the university to complete their post graduation study in Iraq.

- Online SISCO training in computer center of university of Duhok.

- Trainer for three day in Suliymania to support the new protection team in Arbad Camp and Khaniqeen

PERSONAL DETAILS

Date of Birth   : 1'st December, 1982

Marital Status   : Single

Nationality   : Iraqi

Passport No.   : G2209877

Sex   : Female

Native Languages   : Kurdish

Fluent in   : Arabic and English

DATE :   **22/09/2015**

PLACE: **DUHOK , IRAQ**