

## **Hawre Nuraddin Sabir**

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Marital Status: Married

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### **Professional Summary**

Dynamic legal professional with extensive experience in academia, human resources, and administrative roles. I possess a robust understanding of international business law, complemented by strong communication and organizational skills. Experienced in managing HR functions, including recruitment, employee relations, and performance management. Committed to fostering a productive learning environment and contributing to the legal field.

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### **Education**

- **Bachelor of Law**  
University of Salahaddin-Erbil, Law & Political Science  
Year: 2009 | GPA: 75.64/100
  - **Master of International Business Law**  
Girne American University, Faculty of Law  
Year: 2014 | GPA: 3.27/4
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### **Professional Development**

- **Teaching Methods Course**  
Salahaddin University | 4/9 to 15/10/2014  
Topics: Teaching methods, body language, psychology, university instructions, quality assurance.
- **English Language Course**  
GAU Language Center, UK | Jan 2013 - March 2013  
Skills: Speaking, writing, reading, listening.
- **Various English Courses**  
SUE Language Center & GAU Language Center, Cyprus | 2010-2011

- **Guest Lecturer**  
College of Law & Political Science | 2015-2016  
Topics: Company Law, Commercial Law.
  - **Seminar Presenter**  
College of Law & Political Science | 2016  
Topics: Various subjects of law.
  - **Member of Preparatory Committee for University Forum**  
Salahaddin University-Erbil | 2016  
Focus: Managing Political Crises.
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## **Professional Experience**

### **Accounts Clerk**

*Ministry of Agriculture/ KRG*

*2005 - 2009*

- Managed financial records, including maintaining ledgers, tracking expenses, and preparing financial statements for departmental projects.
  - Assisted in the preparation and monitoring of budgets for various agricultural initiatives, ensuring compliance with government regulations.
  - Processed invoices and maintained accurate accounts payable and receivable, improving payment cycle efficiency by implementing a tracking system.
  - Collaborated with other departments to ensure timely and accurate reporting of financial data, enhancing transparency and accountability.
  - Developed and maintained relationships with vendors and suppliers to negotiate favorable terms, contributing to cost savings for the ministry.
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### **Legal Assistant**

*College of Law and Political Science / Salahaddin University - Erbil*

*2009 - 2013*

- Assisted faculty members in comprehensive legal research, drafting memoranda, and preparing academic papers for publication, which contributed to the college's reputation.

- Organized and facilitated workshops and guest lectures on diverse legal topics, increasing student engagement through innovative programming.
  - Maintained and updated a comprehensive legal library and database, ensuring faculty and students had access to the latest legal texts and resources.
  - Supported the preparation of curriculum materials and course outlines, enhancing the quality and consistency of legal education offered.
  - Assisted in student advising and mentorship, helping students navigate academic challenges and career pathways in the legal field.
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### **Account Manager and Warehouseman**

*UK Worldwide Group*

*06/2013 - 04/2014*

- Managed a portfolio of client accounts, ensuring high levels of customer satisfaction through proactive communication and addressing client needs effectively.
  - Oversaw inventory management and logistics, streamlining operations that resulted in a reduction in operational costs while improving service delivery timelines.
  - Developed and implemented tracking systems for inventory and shipping, enhancing accuracy in order fulfillment and reducing discrepancies.
  - Conducted regular audits of warehouse processes to identify areas for improvement, leading to a more efficient and organized work environment.
  - Collaborated with sales and marketing teams to align client strategies with business objectives, contributing to increase in sales revenue during the tenure.
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### **Assistant of Registration Director**

*Al-Kitab University*

*06/2015 - 12/2015*

- Supported the Registration Director in managing student enrollment processes, including admissions, course registrations, and academic record maintenance.
- Developed and implemented student orientation programs that improved new student integration and satisfaction, leading to better retention rates.

- Coordinated with various academic departments to ensure compliance with university policies and procedures regarding student registration and academic progress.
  - Assisted in creating reports and analyses of enrollment trends, providing valuable insights to help inform strategic planning for future academic offerings.
  - Implemented a new electronic registration system, which streamlined processes and improved accessibility for students and staff.
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### **Assistant Lecturer**

*College of Law and Political Science/ Salahaddin University - Erbil*

*12/2014 – 09/2016*

- Delivered engaging lectures and seminars on Company Law and Commercial Law, employing interactive teaching methods to enhance student learning and participation.
  - Developed and assessed course materials, including syllabi, assignments, and examinations, ensuring alignment with academic standards and learning outcomes.
  - Provided personalized academic support and mentorship to students, guiding them in their studies and helping them achieve their academic goals.
  - Collaborated with faculty colleagues to review and revise curriculum content, ensuring the courses remained relevant and up-to-date with current legal standards and practices.
  - Actively participated in faculty meetings and committees, contributing to discussions on program development and departmental initiatives.
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### **Director of Quality Assurance**

*Lebanese French University*

*01/09/2016 – 10/2020*

- Led the development and implementation of quality assurance policies and procedures that ensured compliance with national and international accreditation standards.
- Conducted regular audits and assessments of academic programs and services, identifying areas for improvement and facilitating corrective actions that enhanced educational quality.
- Developed training sessions and workshops for faculty and staff on best practices in assessment, evaluation, and continuous improvement, fostering a culture of quality within the institution.

- Collaborated with academic departments to establish and monitor key performance indicators (KPIs) for program effectiveness, leading to measurable improvements in student outcomes.
  - Played a pivotal role in the successful accreditation of multiple programs, resulting in recognition for the university as a leader in educational excellence.
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### **HR Manager / Director of President's Office**

*Lebanese French University*

*10/2020 - Present*

- Oversee all HR functions, including recruitment, onboarding, employee relations, performance management, and compliance with labor laws and regulations.
  - Develop and implement strategic HR initiatives that align with the university's mission and goals, enhancing organizational culture and employee engagement.
  - Lead employee development programs and performance appraisal processes, resulting in increased employee satisfaction and retention rates.
  - Collaborate with senior leadership to provide administrative support and strategic insights for decision-making processes, ensuring effective communication and alignment across the university.
  - Facilitate conflict resolution and mediation processes, promoting a positive and collaborative work environment that enhances team dynamics and productivity.
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### **Skills**

#### **Technical Skills**

- **Computer Proficiency:**
  - Windows: Excellent
  - Microsoft Office Suite: Excellent (Word, PowerPoint, Excel)
  - Internet: Excellent
  - Various Electronic Management Systems

#### **Language Skills**

- Kurdish: Excellent (Speaking, Reading, Writing)

- Arabic: Excellent (Speaking, Reading, Writing)
  - English: Excellent (Speaking, Reading, Writing)
  - Turkish: Good (Speaking, Reading) | Poor (Writing)
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## **Publications**

1. **Analyzing the Amazon Success Strategies**  
*Journal of Process Management and New Technologies*
  2. **Legal Regulation of the Civil Liability of the Air Carrier for Damages to the Goods**  
*Qalaai Zanist Journal*
  3. **Strengthening the Rule of Law in Iraq**  
*International Journal of Psychosocial Rehabilitation*
  4. **Legal Protection of the Consumer from Manipulating the Validity Date: Analytical Study in Light of the Provisions of the Iraqi Consumer Protection Law No. (1) of 2010**  
*Qalaai Zanist*
  5. **Electronic Commerce: Administrative and Legal Framework**  
*(Journal details not provided)*
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## **References**

Available upon request.