

# Curriculum Vitae

## Personal Data:

Name	Date of Birth	Nationality	Sex	Marital Status
Hoshang Najmaddin Mustafa	01/21/1978	Iraqi	M	Married

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## Educational Background: (Last One First)

Certificate	Field of Specialization	Name of Institution Attended	Average	Date Received
M.A	English Language and Literature	Pune University, India	Good	July 2010
B.A.	English Language and Literature	Salahaddin University College of Arts	Medium	June 2001

## Teaching Experiences: (Last One First)

	Class	Dates		Institution
		From	To	
English Language	Second year students (Grammar)	October 2018	June 2019	College of languages Salahaddin University
English Language	Second year students (Grammar)	October 2017	June 2018	College of languages Salahaddin

				University
English Language	Second year students (Composition) one group and Grammar 2nd	October 2016	June 2017	College of languages Salahaddin University
English Language	Second year students (Composition) and Fourth year students (Syntax)	October 2016	June 2017	College of languages Salahaddin University
English Language	Second year students (Composition) and Fourth year students (Syntax)	June 2015	June 2016	College of languages Salahaddin University
English Language	Third year students (Conversation) and First year students (Grammar)	October 2014	June 2015	College of languages Salahaddin University
English Language	Fourth year students (Syntax)	September 2013	June 2014	College of languages Salahaddin University
English Language	Fourth year students (Syntax)	September 2012	June 2013	College of languages Salahaddin University
English Language	Third year students (Morphosyntax)	September 2011	June 2012	College of languages Salahaddin University
English Language	First and second year students (composition)	September 2010	July 2011	College of languages Salahaddin University
English Language	First Year Students (vocabulary)	September 2007	July 2007	College of Languages /Evening Translation Department

### Other Teaching Experience

	Class	Dates		Institution
		From	To	
English Language	Starter, Elementary	January 2019	Present	(Collins College) - Erbil, Iraq.
English Language	Starter, Elementary, Pre-intermediate	December 2014	December 2018	Britannia Educational Services (Cambridge college) - Erbil, Iraq.
English Language	Beginners; Elementary; Pre-intermediate	May 2005	December 2005	French Institute for Languages / non-profit Organization Erbil, Iraq.

### Courses Attended:

	Dates		Institution
	From	To	
50-hour learning French language	January 2001	April 2002	French Institute for Languages, Erbil – Iraq
20-hour Teachers' Refresher Course	9 <sup>th</sup> September 2012	13 <sup>th</sup> September 2012	Wimbledon School of English-London. Erbil – Iraq
English for the Future – TKT Module Two	September 2013		KELTPN & British Council – Erbil – Iraq

### Administrative Responsibilities: (Last One First)

Position	Institution	Dates		Institution
		From	To	
Assistant of Head of Eng. Dep.	College of Languages/ Evening classes	October 2011	September 2014	Salahaddin University
Perform a variety of administrative tasks including:- <ul style="list-style-type: none"> <li>- Supervise and organize graduation research papers.</li> <li>- Arrange timetable.</li> <li>- Issuing formal letters when necessary.</li> <li>- Maintain up-to-date work unit files.</li> <li>- Assures that files for academic staff organized properly</li> <li>- Member of exam committee</li> </ul>				
Position	Institution	Dates		Institution

		From	To	
Head of personnel Department.	College of Languages	February 2006	October 2008	Salahaddin University
Perform a variety of administrative tasks including:- <ul style="list-style-type: none"> <li>- Supervise five employees.</li> <li>- Draft replies to correspondences in accordance with established procedures.</li> <li>- Make sure that a monthly list is made for all academic and non-academic staff including changes in bonus and promotion and send it to university.</li> <li>- Maintain up-to-date work unit files.</li> <li>- Issue orders related to staff such as assignment, leaves, resignation, etc.</li> <li>- Assures that personal files for academic and non-academic staff are maintained and organized appropriately.</li> </ul>				
Position	Institution	Dates		Institution
		From	To	
Administrator	Iraq/ Kurdistan /French Institute for Languages	2001	2006	French Institute for Languages
Main responsibilities:- <ul style="list-style-type: none"> <li>- Supervise 10 staff members.</li> <li>- Translate letters and documents from English into Kurdish and vice versa.</li> <li>- Act as an interpreter as required by the director.</li> <li>- Teach English language for beginner, elementary and Pre-intermediate levels.</li> <li>- Assures that files and certificates are established for students.</li> </ul>				

**Language Proficiency:**

**Kurdish (native speaker); Arabic (fluent); English (fluent); French (poor)**