

# Academic Curriculum Vitae



## Personal Information:

Full Name: Kaywan Salm Tofiq  
Academic Title: Lecturer  
Email: Kaywan.tafek@su.edu.krd  
Mobile:0750-453-63-16



## Education:

I got Bachelor Degree /BSc in Business Administration 2000 — 2004

Salahaddin University – Erbil

Courses covered:

- Human Resource Management.
- Marketing.
- Strategic Management.
- Principles of Management.
- Principles of Accounting.
- Financial Management.

I got my master's in strategic Management 2007 — 2010

MOSCOW STATE UNIVERSITY OF ECONOMICS, STATISTICS AND INFORMATICS

Year papers:

1-private techniques of social work with different population categories.

2-Corporate strategies.

3-Information support in the system of marketing,

Completion and presentation of final thesis in qualification area:

Strategy of small innovation venture enterprises development (by the example of chemical industry.

and Courses covered:

Contemporary problems of management.

Strategic management.

Small-scale business in the market environment

## **Employment:**

### **Assistant Researcher**

In addition to working as a research assistant in the IT unit, I was working in the registration unit.

Vision and IOM2010 — 2011

Trainer

Training people on how to establish a small private project, how it is managed and developed.

### **Assistant Researcher**

Assistant Researcher at College of Administration and Economics I have worked at the ICT unit at college of Administration and Economics – University of Salahaddin for 2 years.

College of Administration and Economic2004 — 2006

### **Register**

I have worked as Register College of Administration and Economic for 1 year.

College of Administration and Economic2005 — 2007

### **Assistant Dean**

I worked as assistant dean for 2 years

College of Administration and Economic2011 — 2012

Head of the Media Unit, College of Administration and Economics

### **Assistant Dean**

I have been working as an assistant dean of the college since 2020 until now

## **Qualifications**

- I have been Teaching (different courses) as a Lecturer in the Business Administration Dept / College of Administration and Economy / Salahaddin University
- good working knowledge of computer usage and software usage( Microsoft Word, Excel, and PowerPoint)
- The mother tongue is Kurdish and the languages I know are Arabic, Russian and English.

## **Teaching experience:**

-I have been Teaching the following courses have been taught:  
Principles of Business Administration.  
Risk and Insurance Management.  
Material Management.  
Excel Computer.  
International Business Administration.  
Bank Management.  
Organization Theory.  
Research Project.  
Production and operations management.

-I supervised the research of undergraduate students since 2010

## **Research and publications**

- Strategic Thinking and Its Role in Investing Marketing Opportunities: An Analysis Study of The Opinions of a Sample of Managers of a Number of Pharmaceutical Companies in The City of Erbil. [QALAAI ZANIST JOURNAL 7 \(3\), 405-433.](#)
- The Role of the Marketing Information System in Achieving Competitive Advantages, [The Scientific Journal of Cihan University–Sulaimaniya 6 \(1\), 191-215.](#)
- The role of e-government requirements in the quality of strategic decisions/An analytical study of the opinions of a sample of doctors in a number of private hospitals in Erbil governorate, [Tikrit Journal of Administrative and Economic Sciences 18 \(57, 3\), 136-160.](#)
- Analysis of the relationship between the administrative leadership styles with organizational commitment and their impact on organizational development An analytical study of the

sample views of faculty members in a number of faculties of Salahddin University, [Zanco Journal of Humanity Sciences 22 \(6\), 102-125.](#)

- Influential Reflection of a number of organizational factors on organizational behavior strategies An analytical study of the sample views of the head departments and units in the private universities- Erbil, [Zanco Journal of Humanity Sciences 21 \(1\), 269-249.](#)

## **Conferences and courses attended**

- E-Learning Professional Training Program. IREX 2020-04-30

## **Professional memberships**

Board Member of Plan Organization (PO) I am a Board Member of PO for managerial developments since March 2014. The Plan Organization is a non-profit civil organization registered in 14 March 2013 in Erbil – Kurdistan.

Member in Kurdistan Economists syndicate.

Member in Accountants & Auditors syndicate

## **Professional Social Network Accounts:**

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[https://scholar.google.com/citations?view\\_op=list\\_works&hl=en&hl=en&user=Nf9bWdoAAAAJ](https://scholar.google.com/citations?view_op=list_works&hl=en&hl=en&user=Nf9bWdoAAAAJ).

- <https://academics.su.edu.krd/kaywan.tafek>

<https://www.linkedin.com/in/kaywan-tafek-891593138/>

<https://www.researchgate.net/profile/Kaywan-Tafek>

It is also recommended to create an academic cover letter for your CV, for further information about the cover letter, please visit below link:

<https://career-advice.jobs.ac.uk/cv-and-cover-letter-advice/academic-cover-letter/>