



# Rezhin Fakhir Gardi

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## Work Experience

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### **HR Officer**

**January 2020- December2021**

SAVINO DEL BENE- Erbil

Global Logistics and Forwarding Company

- Support the development and implementation of HR initiatives and systems.
- Provide counseling on policies and procedures.
- Involve in recruitment by preparing job descriptions, posting ads and managing the hiring process.
- Create and implement effective onboarding plans.
- Develop training and development programs.
- Assist in performance management processes.
- Support the management of disciplinary and grievance issues.
- Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements.
- Review employment and working conditions to ensure legal compliance.

### **Trainer**

**August2019- November200**

*Hema Organization*

- Conducing seminar workshops for women about prompting women to participate at elections and raise awareness for women about their election rights.

## **Legal Officer**

**July 2017-December2019**

### *Kurdistan Election of commission*

- Managing and seeing election complains and lawsuits.
- Adviser of legal cases and member of legal committees.
- Coordinating legal and electoral training courses and conferences.
- Translating Election rules and procedures from English to Kurdish and Arabic.
- English translation for the Election Commission meetings with the foreign delegators.
- Handles a range of issues related to election issues.
- Conducts legal research and analysis and prepares memorandum, studies, comparative studies, briefs, reports, and correspondence as required.
- Undertakes basic or extensive review of legal documents, instruments, or other material; identifies important issues, similarities, and inconsistencies
- Prepares or assists in the preparation of legal opinions/ advice on domestic laws.
- Services or assists in meetings, workshops, and events, including preparation of background materials, summaries of issues and views of delegations, meeting reports, etc.
- Communication Election Law with different entities: such as government agencies, international organizations, NGOs, and media.
- Translates such documents, when necessary, from Arabic/ Kurdish to English and vice versa
- Assists the team leader in drafting recommendations to address systemic shortcomings on Election Law in the Kurdistan Region.

## **Lawyer for Seber Organization**

**January 2015- May 2017**

Providing legal services for women and children at Directorate of Women and Children Reform.

## **Lawyer**

**Jun 2014 – May 2017**

### *Court Of Appeals - Erbil*

- Advise and represent clients in courts, before government agencies, and in private legal matters
- Communicate with the clients, colleagues, judges and others involved in the case
- Conduct research and analysis of legal problems
- Interpret laws, rulings, and regulations for individuals and businesses
- Present facts in writing and verbally to the clients or others and argue on behalf of the clients
- Prepare and file legal documents, such as lawsuits, appeals, wills, contracts, and deeds

- Working with Directorate of Combating Violence Against women and Juvenile Care Centre: managing & preparing & seeing cases about Violence against Women as well as children.

## **Lawyer**

**Jun 2014–May 2017**

*Member at Iraq-Kurdistan Bar Association (had more than 1000 Civil and criminal lawsuits)*

*Azadi Street Near Soran Bank, POB 49/249, Erbil, Phone: +964 (66) 254 8373*

Kurdistan Lawyers Association (KLA), alongside with other local and international NGOs, governmental organizations and Kurdish institutions, is contributing and sharing in progressing and sustaining democracy in the region including the progress of the Rule of Law, justice, protection of human rights, establishing the civil society bodies, evaluating and enhancing people's legal awareness in Kurdistan region. To achieve this, KLA have benefited from various training and workshops in and outside Kurdistan region.

## **Accountant Assistant**

**September 2012– April 2014**

*Kurdistan International Islamic Bank*

- Management of petty cash transactions.
- Controlling credit and ensuring debtors pay on time.
- Reconciliation of direct debits and finance accounts.
- Ensuring all payments amounts & records are accurate.
- Preparation of statutory accounts.
- preparing contracts.
- Excellent client and customer services.

## **Education**

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University of Salahaddin, Bachelor of Law & Political, Law

November 2008 – June 2012

University of Salahaddin, Course on Internet Crimes

October 2011 – April 2012

University of Kurdistan (UKH), Post Graduate English Foundation Program September 2017- August 2018

## **Languages**

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English, professional working proficiency, I did IELTS Academic Test in 10/8/2020 I got band 6, Arabic, professional working proficiency | Kurdish, native speak

## Qualifications

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MS Office, Excel, Word, PowerPoint | Basic website design | Photoshop | Adobe Lightroom

## Courses and Trainings

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### **Analytical skills**

**February 2013 – April 2013**

#### *Iraq-Kurdistan Bar Association (Erbil Branch)*

Lawyers help their clients resolve problems and issues. As a result, they must be able to analyze large amounts of information, determine relevant facts, and propose viable solutions.

### **Interpersonal skills**

**July 2013 – August 2013**

#### *Cultural Association For Kurdistan's Jurists*

Lawyers must win the respect and confidence of their clients by building a trusting relationship, so that clients feel comfortable enough to share personal information related to their case.

### **Problem-solving skills**

**December 2013 – January 2014**

#### *Salahaddin University Erbil – College of Law & Politics*

Lawyers must separate their emotions and prejudice from their clients' problems and objectively evaluate the matter. Therefore, good problem-solving skills are important for lawyers, to prepare the best defense and recommendation.

### **Research skills**

**March 2016 – May 2016**

#### *Iraq-Kurdistan Bar Association (Erbil Branch)*

Preparing legal advice or representation for a client commonly requires substantial research. All lawyers need to be able to find what applicable laws and regulations apply to a specific matter.

**International Relations and Political Science Course  
University of Kurdistan Erbil (UKH).**

**September 2019- July2020**

Adequate understanding of political environment and learning to be philosophical and critical thinker, diplomats and advise.

## References

- Halgurd Omer

Lawyer& Legal Adviser

Court of Apples, Erbil.

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- Brwa Ahmed

Account manager

Kurdistan International Bank

Phone Number: 07504600841

Email: [Brwa.ahmed89@gmail.com](mailto:Brwa.ahmed89@gmail.com)

- Sherwan Zitar Nabi

Spokesman of Kurdistan Election Commission

Kurdistan Election of Commission

Phone number: 07501707075

Email: [sherwan.zerar@yahoo.com](mailto:sherwan.zerar@yahoo.com)