

Shalaw Sabah Abdulrahman

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•Gender male •Date of Birth 13 December 1983 •Address Sulaimani / Kurdistan region of Iraq.

EDUCATION	PHD Degree in Public Law , University of Sulaimani	(2015 – 2018)
	Master Degree in Law , University of Sulaimani	(2008 -2010)
	BSc in Law , University of Sulaimani	(2002-2006)
SCIENTIFIC TITEL	Assistant Professor	(From 2019)

CARRER EXPERIENCE

Administrative Assistant, NIKO Resources Company, (2008-2012)

My Main duties were to:

1. Represent the company in MNR, MOH, MOI and all the public and private directories.
2. Schedule meetings and appointments.
3. Be a point of contact for a range of staff and external stakeholders.
4. Assist in the preparation of regularly scheduled reports.
5. Update and maintain office policies and procedures.
6. Develop and maintain a filing system.
7. Provide general support to all the staffs.

Administrative Assistant, College of Law, University of Sulaimani (2007-2008)

I was responsible of:

1. Develop and implement departmental administrative procedures.
2. Manage calendars and schedules.
3. Organize meetings and seminars and handle material acquisition duties.
4. Research information and record research summaries for university staff.
5. Assist in designing and implementing university policies and procedures.
6. Plan and arrange conferences and communicate arrangements to appropriate individuals.
7. Proofread and correct documents.
8. Compile information provided by staff and faculty and organize it in the form of reports.

Head of Law department at college of law at University of Sulaimani (2022 to present)

Lecturer, College of Law, University of Sulaimani (2012 -present)

Visiting Lecturer, College of Law, American university of Sulaimani (2022-2023)

Visiting Lecturer, College of Law, Cihan/ Sulaimani University (2015 to present)

Visiting Lecturer, College of Law, University of Human Development (2013 -2016)

TRAINING COURSES

USAID Competency Training Course in (Procurement) 2007

Peoples Development Association & Norwegian Peoples Aid Preparing Human Rights
Voluntary Trainers Course 2008

Philip C. Jessup International Moot Court Washington DC 2006

LANGUAGES

- **Mother Tongue:** Kurdish
 - **Other languages:** Arabic (Very good writing & spoken)
English (Very good writing & spoken)
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SKILLS

ICDL Certificate 2011
Microsoft Office (Word, Excel, PowerPoint, Data base. Outlook)
E-mailing

REFERENCES

All certificates and references are provided upon request

RESEARCHES

I had 20 Published researches in the journals of Kurdistan and Iraq.