

ABEER HASAN KHUDHAIR

Address :405-173-20 ,suyu 3 dong,gangbuk-gu , Seoul /South Korea, ZIP 142-876 **Email** :khudhairabeer@gmail.com **H/Phone** :82-10-7209-1980

International development cooperation and Marketing Communications Specialist

- High organization skills, able to prioritize and manage a variety of tasks, excellent interpersonal and public relation skills, and present professional manner with both management and staff.
 - professional with 13 years of experience leading corporate marketing and internal communications for companies across diverse industries.
 - Respected leader of creative teams, multimedia divisions and corporate communications departments.
 - Expert in the technical, conceptual and content development of sales-driving collateral. Proven ability to drive record-high marketing campaign response rates and execute successful product launches.
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Skills

- Corporate Communications
- Creative Team Leadership
- Product Positioning & Branding
- Web & Print Content Development
- A high proficiency in Word, Excel, including the ability to create reports, formulas, charts and graphs, along with PDF file experience.
- Good communication skills and courteous telephone skill.
- Strong work ethic with the ability to be flexible and part of a strong motivated team.
- conducting Market Research for development projects.
- Project planning.
- Business strategy
- Development of Training Materials
- Sales Collateral & Support
- Public & Media Relations
- Strong problem solving skills, ability to learn fast and work effectively in a multicultural environment and effective working independently and as a cooperative team player
- Reliable, Personable and a good decisions maker under extreme pressure and in dangerous environments.
- preparing Economic feasibility studies.
- Project planning.

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REGISTRATION & AFFILIATIONS

- Certificate from Arab institute for training and Statistical Research.
- Member of Canadian translator institute.
- Certificate in international Negotiation from international studies department in Ewha Woman's university in Seoul Korea

Professional Experience

03.2002 to 09. 2005 Manager in Ministry of Planning Development
Cooperation Baghdad –Iraq

Responsibilities

- Teaching English to Public department –Ministry of planning staff included business ,conversation writings
- Translate all kinds of reports, preparing certain papers, reports, direct translation in conferences and seminars.
- Arrange the meetings in statistical dept./ Iraq and international statistical organization.

10.2005 to 10.2006 Assistant Editor (Reuters News Agency)
Iraq branch office

Responsibilities

- Editing News in English and Arabic
- Translating Documents from Arabic to English ,English to Arabic.
- Prepare News Reports.
- Interpreting the meaning of information for others –translating or explaining what information means and how can be used.

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9.2008 to 9.2009 English Teacher in Seoul

Responsibilities

- Taught students using established English curricula
- Met with fellow teachers in Small Learning Community.
- Taught students using a variety of teaching methods.
- Maintained quality standards as set forth by institution.

02.2008 to 02.2011 Assistant Manager Mooyoung A&E, South Korea

Responsibilities

- participates in Middle East project teams as project assistant manager.
- identifies new overseas business opportunities while developing current client relationship.
- communicates with clients,consultants,sub-consultants and other disciplines to ensure project.
- provides oversight in development of marketing campaigns, materials, etc.
- Translate& Prepare Bidding Documents and Middle East news.
- Prepare feasibility studies and market research strategies .

09. 2011–08.2012 Assistant Manager in STX Construction Ltd., Seoul, South Korea

Responsibilities

- Teaching English and Arabic to company staff included business, conversation writings.
- Identifies new overseas business opportunities while developing current client relationship.
- Communicates with clients ,consultants ,sub-consultants ,Iraqi local construction companies and other disciplines to ensure project.
- Provides over sight in development of marketing campaigns, materials, etc.
- Translate and prepare bidding projects requirements.
- Translating Arabic into English most of the company media news.

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11.2014 to present : Overseas Department /Dongyang construction LTD.CO, South Korea (Iraqi refinery project)

Responsibilities

- Prepare feasibility studies and market research strategies
- Teaching English and Arabic to company staff included business, conversation writings.
- Participates on Middle East project teams as project assistant manager.
- Identifies new overseas business opportunities while developing current client relationship.
- Communicates with clients ,consultants ,sub-consultants ,Iraqi local construction companies and other disciplines to ensure project.
- Provides over sight in development of marketing campaigns, materials, etc.
- Translate and prepare bidding projects requirements.
- Translating Arabic into English most of the company media news.

Technology

Software:	Photoshop, , MS Project, MS Office (Word, Access, Excel, PowerPoint)
Web/Multimedia:	Web Server Administration, Content Management Systems

Education

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- **Master of International Studies(International Development Cooperation),Ewha Woman's University; Seoul, South Korea- (Graduated in 08. 2008).**
 - **B.A English Language from University of Baghdad, Iraq (Graduated in07.2002)**
 - **TOPIC level in Korean language (Advance level)**
 - Major: specialist in International Relation and international development cooperation
 - Minor: English /Korean
 - Graduated with high honors

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Achievements of Translation Works

- Guidebook of Korea Defense products guide (KDIA) from English into Arabic .
- Design book of Libya Tajoura Architecture design for SAMOO Architecture design company in Korea .
- Incheon tourist guidebook
- Hyundai Motors Social Contribution Guidebook
- Hanwa Construction profile

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