
SAYED ABDUL Karim Haqiq

karimhaqiq471@gmail.com



34732/ Kadikoy, Istanbul, Turkey

Phone: +90 501 317 45 72

Work experience

Istanbul Commerce University **September 2022 – May 2023**

Member of International Student Club (Voluntary)

Planning and organizing events that promote cultural exchange, such as cultural festivals, language exchanges, or international food fairs.

- Assisting new international students by providing information about the campus, local services, and cultural adjustment support.
- Participating in fundraising efforts to support the club's initiatives and events.
- Assisting new international students by providing information about the campus, local services, and cultural adjustment support.

E2f.Inc,USA

October 2022 – December 2022

Farsi and Turkish Annotator (Contract)

- Conducting data analysis and annotation of Farsi and Turkish language data in various formats, such as text, audio, and images.
- Collaborating with cross-functional teams to ensure high-quality data analysis and annotation.
- Identifying and resolving data-related issues and errors to ensure accuracy and consistency of data.

Project C Foundation **,Hyderabad, India**

August 2022 – November 2022

Human Resources Intern (Internship)

- Assisting with recruitment efforts, such as posting job openings, reviewing resumes, and conducting initial screenings of candidates.
- Supporting the onboarding process for new employees, including conducting orientations, coordinating paperwork, and setting up training schedules.
- Helping to organize and maintain employee files, ensuring that all necessary documentation is complete and up-to-date.
- Assisting with the development and implementation of HR policies and procedures.

Amo Elite Consultants and **Auditors,Kabul, Afghanistan.**

April 2020 – April 2021

Administration Assistance (Contract)

- Managing virtual communication channels such as email, chat or video calls to ensure smooth and professional communication with internal and external stakeholders.
- Scheduling appointments and coordinating virtual meetings, including reserving conference rooms, preparing agendas, and distributing meeting materials.
- Maintaining and organizing files, records, and other documents in online storage or cloud-based systems to ensure easy retrieval and accessibility of important information.
- Assisting with budget tracking, including managing invoices, purchase orders, and expense reports using online tools and software. - Ordering and managing virtual office supplies, such as online software subscriptions or virtual meeting platforms.
- Providing remote administrative support to team members or managers with various tasks, such as scheduling, data entry, and online research.

Education

Bachelor of Finance and Banking

Sep 2022 – Jun 2025

Istanbul Commerce University (Istanbul, Turkey)

Bachelor of Business Administration

Sep 2020 – Jun 2024

Istanbul Commerce University (Istanbul, Turkey)

High School (12)

Mar 2005 – Oct 2017

Abo Hanif Encho (Parwan, Afghanistan)

Certificates

- 1- Certificate of Achievement-Approaching Banks for Financing. **International Trade Centre ,March 2023.**
 - 2- Certificate of Achievement-Developing Sustainable Business Models for Business Support Organizations (BSOs), **International Trade Centre, March 2023.**
 - 3- Certificate of Achievement-How to Analyze Trade Flows, **International Trade Centre, March 2023.**
 - 4- Certificate of Achievement-Introduction to Corporate Social Responsibility, **International Trade Centre, March 2023.**
 - 5- Certificate of Completion-Humanitarian Access and Principles, **Humanitarian Leadership Academy, March 2023.**
 - 6- Certificate of Completion-Writing a CV,**Humanitarian Leadership Academy, March 2023.**
 - 7- Certificate of Achievement-Sourcing and Customizing Best Selling Products for e-Commerce, **Alison, February 2021.**
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Languages

- Persian - Native Speaker
 - English - C1
 - Turkish - C1
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Skills

- Interpersonal skills
 - Problem-solving - Experienced
 - Ms. office - Experienced
 - Time management - Expert
 - Logo Maker - Experienced
 - E-Commerce - Experienced
 - Business Analytics - Experienced
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Interests

- Volunteering
 - Creative pursuits (painting, photography, writing, etc.)
 - Sports and fitness Travel
 - Reading
 - Community involvement
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References

References available upon request.