

Omar Thaer Khudhair

Procurement

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Address: Baghdad, Dora, Iraq

Date of Birth: 04 September 1995

Nationality: Iraqi | Marital Status: Married

Education

Bachelor of Business Administration

Dijla University College

2013 – 2016

Summary

Graduated from Dijlah University, Department of Business Administration (2013–2016). Worked at International Development Bank (IDB) in the Major Companies Department, responsible for monitoring activities, setting credit limits, and invoice ceilings (2020–2022).

Currently working as Operations Admin Officer at Global Tek / IRQNBB, handling data entry, employee monitoring, reporting, and presentation creation.

Courses and Certifications

- Lean Six Sigma (Black Belt ,Green Belt, Yellow Belt) – Certified
- Project Management Professional (PMP)
- Project Management Principles (Globaltek)

Work Experience

1-Operations Admin Officer Global Tek / IRQNBB 2023 – 2025

- Data entry into Excel and PowerPoint
- Monitoring and supervising employees
- Conducting statistical analysis
- Creating presentations and handling email correspondence
- Work Time: 7 AM to 3:30 AM

2- Procurement officer Global Tek / Supply chain 2025 - Present

Skills

- English Skills B2 Level (Reading, Writing, and Speaking)
- Fast Learner, Helpful, Teamwork, Communication, Decision Making, Work Under Pressure, Translation

