



I am quick learner, an effective, enthusiastic, proactive individual, comfortable working in a technical and dynamic environment. Accomplished track record of outstanding achievement during the tasks I have been hired for. Recognized as an efficient individual and section Manager/Supervisor. Entrusted by senior management to mitigate risk management with liaison experience. I have first-class interpersonal communication, and team work-skills with a positive attitude and adaptable to new situations. Experience in exercising independent judgment and achieving results of tasks performed. Comfortable at liaising with senior managers / leaders to resolve any work issues. Flexible regarding working hours, work location. I am a ready to accept new challenges.

WORK EXPERIENCE & RESPONSIBILITIES

Jan 2023 – present Atlas blast. Baghdad Iraq.

Showroom sales supervisor.

Job Responsibilities:

- ❖ Working with customers or their representatives (designers, contractors etc.) in planning and product selection.
- ❖ Supervising the daily schedule and delegate responsibilities.
- ❖ Assisting the manager in marketing campaigns.
- ❖ Daily reporting to the General Manager for targets progress.
- ❖ Maintaining accurate and organized files .
- ❖ Working with Outside Sales Staff and Counter Sales Staff to assist in following up with customers.
- ❖ Establishing and Developing long-term relationships with industry customers.
Assist with special projects such as special events and display changes.

April 2011 – December 2022 DQS Dimond Quad Services. Erbil, Baghdad.

Finance/HR Manager.

Job Responsibilities:

- ❖ Performing financial management duties including generating financial data, compiling and submitting reports, analyzing industry trends and assessing the financial health of the company.
- ❖ Supervises the daily schedule and delegate responsibilities.
- ❖ Advise colleagues and executive management on decisions related to the company's finances.
- ❖ Daily reporting to the General Manager for project progress.
- ❖ Supervise the documentation of the company's financial status and forecasts.
- ❖ Overseeing the operations and development of the company's finance departments including creating and reviewing policies, budgeting, recruiting, training and conducting regular assessments of financial procedures.
- ❖ Supervise the preparation of quarterly and annual account reconciliations, monitor and enforce compliance with tax and financial reporting standards and assist with cash flow forecasting.
- ❖ Preparation of financial reports for purchases, including cost analyses.
- ❖ Supervision of staff to ensure Company HSE and Corporate policies and procedures are complied with
- ❖ Create strategic business plans based on the analysis of the company's status and financial forecasts.

Skills & Achievements – Management experience: - 14 years of continuous and progressive Management experience in various environments with financial operations. Efficient in Extra program, Logistics, shipment tracking, risk management, administrative management, co-ordination, and organization of daily activity.

Planning & Organization experience: - 14 years of Operational planning and cost control experience of projects, logistics, Major operations, and highly detailed strategic planning. Albeit I do not have formal qualifications for Sales, however, I do take a great interest in this subject. Largely because of being a sales supervisor. Also, it is my responsibility to ensure all directions, memos, and Standard Operation Procedure (SOP's) are being followed to the letter by my sub ornate workers as it would be remiss of me if I were not informed thereto. Therefore, to this end I am familiar with Sales techniques and procedures.

Communication & Liaison: - Internal Liaison (Operational Supervision & Middle Management) during any of the projects I have worked on my expressed opinion and experience has been accepted by senior management and often reflected with directives or SOP's. External Liaison. I was often extended a lot of latitude to deal with the running of projects to keep them within time lines, reporting back to the Project manager. In addition, it has previously been expected of me:

- ❖ Project and Information Preparation and Coordination role.
- ❖ Proven ability to communicate instructions/plans both verbally and in written forms.

Education & Professional Qualifications: -

- ❖ Baghdad University, Management and Economics Accounting Department. 2010.
 - ❖ HR management, Al-Araqa Foundation, 2024.
 - ❖ Comprehensive financial and administrative banking training course, Federation of Arab trainers Syndicates, 2024.
 - ❖ Good administration, organising, planning and time management skills.
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Languages: -

- ❖ Arabic – Native Tongue
 - ❖ English – Good Standard
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Information Technology Skills

- ❖ Proficient in Microsoft Office applications to include, Excel, Word, Power Point
 - ❖ Extra program - Professional level.
 - ❖ Inventory controller program - Professional level.
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References: -

- ❖ Excellent letters of recommendations and certificates are available upon request.
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