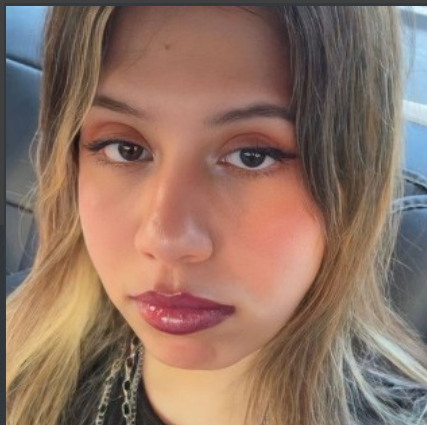




Tabarak Mohammed

📍 Baghdad IQ
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✉️ xtaya99@gmail.com

SUMMARY

Motivated and detail-oriented professional with a strong background in purchasing, customer service, and translation. Experienced in handling transactions, verifying product quality and data accuracy, and maintaining smooth workflow operations. Skilled in negotiation, problem-solving, and ensuring customer satisfaction. Adept at translating complex documents between Arabic and English and collaborating across teams to improve efficiency. Known for reliability, precision, and the ability to perform well under pressure.

SKILLS

- Microsoft Office Tools
- POS Systems and Ordering Platforms
- Issue and Complaint Resolution
- Data Entry and Maintenance
- Customer Service
- Efficient and Detail-Oriented
- The ability to work under pressure
- Collaboration and Teamwork
- Supplier communications

EXPERIENCE

September 2022 - Current

Purchase Assistant/Auditor Pure Platform | Baghdad, IQ

- Processed payments for customers using the company system.
- Communicated with customers via live chat to address inquiries and resolve any issues.
- Collaborated with cross-functional teams to resolve complex customer issues and improve overall processes.
- Collaborated with cross-functional teams to resolve complex customer issues and improve overall processes.
- Managed purchase orders and vendor communications for timely procurement.
- Maintained accurate records of purchases and supplier performance metrics.
- Communicating with suppliers to ensure the best deals and highest quality for the customer.
- Verifying the accuracy of purchase data entry and product compliance.

June 2020 - August 2020

Translator MIQ | Baghdad, IQ

- Translated a variety of comic books and Manga from English to Arabic, including legal contracts and medical records.
- Proofread translated comic books and Manga for accuracy and completeness.
- Developed detailed glossaries and terminology databases.
- Collaborated with other translators on complex projects.
- Edited existing translations for grammar, spelling, punctuation, syntax, and style errors.

July 2018 - December 2018

Store Assistant Miniso | Baghdad, IQ

- Collected payments and provided accurate change.
- Learned roles of other departments to provide coverage and keep store operational.
- Answered customer questions and provided store information.
- Stocked shelves with newly arrived products.

EDUCATION

May 2022

Bachelor of Arts | Translation Department
Al-Mustansiriya University, Baghdad, IQ

LANGUAGES

Arabic:

Native/ Bilingual

English:

Full Professional