

Sarko Yaseen Haji

Having extensive experience in a variety of fields of employment, such as (Supply Chain, Procurement, Sales, IT, Customer Services, Project Management, Document Controlling and Office Management)



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Sulaymaniyah, Iraq

9. March, 1993

WORK EXPERIENCE

Tender Manager & Document Controller Jawal Nasaz & Bawa Qatal co.

08/2022 – 03/2024

Sulaymaniyah/Iraq

Jawal Nasaz is a General Contracting oil field Services company which works with (Crescent Petroleum- Dana Gas) KMS00, KM10, KM15, LPG Plant & Drilling.

Achievements/Tasks

- Point person for maintenance, mailing, shipping, supplies, equipment, bills and VRFs collaboration with Crescent Petroleum – Dana Gas staff (Site Admin, Procurement Assistant, Supply chain).
- Organize and schedule meetings and appointments
- Manage and prepare Tenders (Commercial and Technical), ensuring that all items are invoiced and paid on time.
- Manage contracts and price negotiations with office vendors, service providers, and office lease.
- Responsible for ensuring office financial objectives are met by preparing annual budget for the office, analyzing variances, and carrying out necessary corrections that may arise.

Assistant Project Director Sabaa Co.

08/2021 – 08/2022

Sulaymaniyah/Iraq Sabaa

Company is a Motorola Golden Partner that is working with the foreign "oil and gas" mining companies located within the Kurdistan Region and Iraq and focusing on this sector of industry as her first vertical within the Iraqi market.

Achievements/Tasks

- Communicating with the companies (Crescent Petroleum, KPC, Parker Drilling, Taqa and Karbala Holy shrine) regarding project needs and goals.
- Contributing to the planning and development of projects and Implement the projects with the technical team (Crescent Petroleum – Dana Gas) Disaster Plan at Pioneer Camp and KPC Radio System Installation all the five Sites as example.
- Supporting the coordination and management of projects and Preventive Maintenance implementation at Crescent Petroleum – Dana Gas (Bazian Site, MOVKON, KOREK tower).
- Researching information as required.
- Performing administrative tasks such as preparing invoices, estimates, scheduling meetings, etc.
- Keeping track of and reporting on project progress.
- Completing any tasks assigned by the Project Manager in an efficient and timely manner.

CERTIFICATES & TRAINING COURSES

- Cisco CCNA routing and switching certified
- Fortinet NSE1 (Information Security Awareness) Certified.
- Fortinet NSE2 (The Evolution of Cybersecurity) Certified.
- Fortinet NSE3 (Fortinet Product Awareness) Certified
- Sales Specialist: Kaspersky Security Foundations (SS3.10) certified.
- Sales Specialist: Kaspersky Endpoint Security for Business (S02.11.1) certified.
- Sales Specialist: Kaspersky Hybrid Cloud Security (S20.12) certified.
- Sales Specialist: Kaspersky Embedded System Security (S37.30).
- Motorola (Professional and Commercial Radios (PCR) Portfolio Overview (EMEA)) certified.
- Motorola (Sales Enablement for Professional and Commercial Radios (PCR)) certified.
- Motorola (MOTOTRBO Maritime Certification) certified.
- Motorola (Introduction to R56 – NST9252) Certified.
- Motorola (Basic RF – RDS0002) certified.
- Motorola (Basic Radio – RDS0004) certified.
- Motorola (Basic Networking – RDS0003) certified.
- Intermediate Introductory Level of English Instruction (AUIS) Certified.
- Participated in English Speaking Club Program at American Corner Sulaymaniyah.
- Participated in Project Management Course at American Corner Sulaymaniyah
- Participated in (Developing As a Leader) Course at American Corner Sulaymaniyah.
- Toyota Parts staff certified.

WORK EXPERIENCE

Senior IT Support

Alsard Group

01/2019 - 08/2021

Sulaymaniyah/Iraq

Supporting IT infrastructure to all the companies which belong to Alsard group (Cell Net, Alsard Fiber, Rand Gallery Mall, Sharazoor Terminal, Botan Park, AraPark, Raparin project).

Achievements/Tasks

- Working on Zkteco. attendance log devices, CCTV surveillance systems management.
- install and configure computer hardware operating systems and applications
- monitor and maintain computer systems and networks, talk staff or clients through a series of actions.
- troubleshoot system and network problems, diagnosing and solving hardware or software faults. Replace parts as required, provide support, including procedural documentation and relevant reports.

Technical Team leader

Lannetwork Co.

08/2018 - 01/2019

Achievements/Tasks

Sulaymaniyah/Iraq

- Installing CCTV surveillance systems and setup (DVR, NVR, XVR), Fiber optic cable cores splicing.
- Install and update network system and call switch improvements as needed.
- computer repair/troubleshooting software, networks, Wi-Fi technology.
- Oversee troubleshooting for system errors.
- Provide technical support either by phone, remote access or site visits as needed.
- hardware maintenance, software, networking, Evaluate connectivity issues.

Support agent

We are iQ Co.

06/2017 - 06/2018

Achievements/Tasks

Sulaymaniyah/Iraq

- Working on Calix Devices as (836GE, 844G, 814G).
- Working on CMS software (troubleshooting, Creating ONT profiles, Access innovation).
- Liaising with customers to troubleshoot and diagnose issues remotely.
- Resolve product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem.
- Preparing and assigning daily new users ONTs to be installed.
- Monitoring PRTG and informing responsible person when an issue occurs.
- Respond to employee technical support requests by phone and in person.

PROJECTS

Crescent Petroleum - Dana Gas Disaster Plan

(12/2021 - 01/2020)

KPC (Kurdistan Pipeline Company) Radio System Installation (08/2021 - 09/2020)

EDUCATION

Electronics/Computer Maintenance

Technical Institute Of Sulaymaniyah

09/2011-06/2013

Sulaymaniyah

High School/Science

Sulaymaniyah High School

09/2008- 06/2010

Sulaymaniyah

SKILLS

Social Media Management & Graphic Design :

With a strong foundation in graphic design, I excel in creating visually compelling content for various platforms. Proficient in industry-standard tools such as Adobe Photoshop and Adobe After Effect and my expertise extends to using (VN)Vlog Now App for crafting engaging social media posts, reels, and videos. I bring a creative flair to my work, ensuring impactful visual storytelling. Additionally, This skill set is complemented by a keen understanding of social media management, allowing me to strategically plan, execute, and optimize multimedia content for maximum online impact.

LANGUAGES

Kurdish

Native or Bilingual

Arabic

Full Professional Proficiency

English

Full Professional Proficiency

DRIVER LICENSE

General Type

WORK EXPERIENCE

Parts sales executive

Toyota- Cihan Motors Co.

06/2015 - 06/2017

Achievements/Tasks

Sulaymaniyah/Iraq

- Arranging stock inventories and making weekly orders.
- Dealing with customer enquiries face to face, over the phone or via email.
- Contacting prospective customers and discussing their requirements.
- Achieving all revenue targets & objectives in line with the Area Business Plan.
- Developing & maintaining successful business relationships with all prospects.
- Identifying what customers want in a correct way.
- Planning and organizing the day to ensure all opportunities are maximized.
- Developing a full understanding of the business market-place. Ability to
- manage multiple commercial processes
- Ability to evaluate tasks and suggest improvements.

security access controller

Ster-Aram Co.

06/2014- 06/2015

Gene/energy- miran west 5 was my Duty

Location: Sulaymaniyah/Iraq

Achievements/Tasks

- Making badge for the visitors.
- Escorting the new visitors.
- Recording the Daily visits.
- Briefing the new visitors about the Rig-site's structures.
- The alarms and the emergency cases.
- Controlling the Traffic on the gates.

Warehouse & Logistics Supervisor

Penjwen Co. (Icestar Factory).

03/2024 - 12/2024

Achievements/Tasks

Sulaymaniyah/Iraq

- Overseeing and managing the day-to-day operations of the warehouse, including receiving, storing, and shipping products, while ensuring efficient coordination amongst the staff.
- Monitoring and enforcing compliance with company policies and safety regulations to ensure the safety of all warehouse employees.
- Managing inventory, which includes maintaining accurate records, conducting cycle counts, and resolving any discrepancies.
- Train, mentor, and provide regular feedback to warehouse staff (35 Employees in three shifts) in order to cultivate their skills and expertise, enabling them to carry out their duties with utmost efficiency.
- Work together with other departments, such as Sales and Accounting, to effectively manage and prioritize incoming and outgoing shipments.
- Conduct regular inspections and audits to maintain cleanliness, organization, and compliance with quality standards.
- Manage and resolve any warehouse-related issues or conflicts that may arise.
- ensuring prompt resolution and maintaining positive employee relations.
- Prepare and analyze reports on warehouse operations, including productivity, inventory levels, and shipping/receiving accuracy, providing recommendations for improvement.

Procurement & Logistics Officer.

Penjwen Co. (Icestar Factory).

12/2024 - Present

Achievements/Tasks

Sulaymaniyah/Iraq

- Managed the full procurement cycle including vendor sourcing, negotiation, purchasing, and delivery tracking.
- Ensured timely availability of materials and services to support uninterrupted operations and production schedules.
- Maintained accurate inventory records and coordinated stock replenishment to prevent shortages.
- Liaised with internal departments and suppliers to ensure smooth logistics and supply chain operations.
- Oversaw inbound and outbound shipments, including customs clearance and transportation coordination.
- Evaluated supplier performance and implemented improvements in sourcing strategies.
- Developed procurement reports, cost analyses, and market insights for strategic planning.
- Ensured compliance with procurement policies, quality standards, and safety regulations.
- Supported budget preparation and cost-saving initiatives across procurement and logistics functions