



Personal Info

Name: Bilal Hassan Tofiq
Date of Birth: 17th Jun 2001
Place of Birth: Erbil
Ethnicity: Iraqi – Kurd
Nationality: Iraqi
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Address: Kurdistan Region, Erbil – Mamostayan -Zanko
Phone: 00964 750 7081045
Current City: Erbil
Gender: male

Education

(2021-May 2025) **Lebanon French University**

Major: Information technology

(2019-2020) New Rizgary private High School, Hawler

Languages

Language	Skill Level
Kurdish	Native
English	V. Good
Arabic	V. Good

Job Experience

Meat Department Supervisor (2021-July 2025) at Team mart

1. Meat Preparation & Quality Control

- Ensuring all meat is properly cut, processed, and packaged according to quality and safety standards.
- Maintaining freshness and hygiene to meet customer expectations.

2. Inventory Management

- Tracking stock levels and ordering meat products to prevent shortages or overstocking.
- Reducing waste through efficient inventory control and proper storage.

3. Customer Service & Satisfaction

- Assisting customers with their meat selections, special orders, and dietary preferences.
- Handling complaints and ensuring a positive shopping experience.

4. Staff Supervision & Training

- Training and overseeing butchers and assistants to maintain efficiency and product quality.
- Assigning tasks and ensuring a smooth workflow.

5. Pricing & Cost Control

- Setting competitive prices while ensuring profitability.
- Monitoring expenses and finding cost-saving opportunities.

6. Compliance with Health & Safety Regulations

- Ensuring the department follows food safety laws, sanitation rules, and workplace safety regulations.
- Conducting regular health inspections and enforcing cleanliness standards.

7. Equipment Maintenance

- Overseeing the maintenance of butcher tools, grinders, slicers, and refrigeration systems.
- Reporting and fixing any equipment malfunctions promptly.

8. Sales & Promotions

- Implementing promotions or discounts to increase sales and attract more customers.

- Collaborating with marketing teams to boost product visibility.

9. Vendor & Supplier Coordination

- Communicating with suppliers to ensure the best meat quality at competitive prices.
- Negotiating contracts and managing deliveries.

10. Reporting & Performance Analysis

- Keeping track of daily sales, profit margins, and customer preferences.
- Providing reports to management and suggesting improvements for department growth.

Finance and Logistics Assistant (Volunteer)

CCR Organization | six-months Volunteer

Finance Responsibilities:

- Assisted with financial data entry and maintained accurate records.
- Prepared and reviewed financial reports and supporting documents.
- Processed invoices and tracked expenses to ensure proper financial management.
- Supported bank reconciliations and account verification tasks.
- Organized and maintained financial records for easy retrieval.
- Assisted in tax preparation and ensured compliance with financial policies.

Logistics Responsibilities:

- Assisted in inventory management and stock tracking.
- Coordinated procurement processes and monitored supply deliveries.
- Maintained records of incoming and outgoing shipments.
- Helped with scheduling and organizing transportation logistics.
- Ensured proper documentation and compliance with logistical procedures

Computer Skills

- Microsoft office
- Programing language (c++, C#, Python, dart)
- Windows server
- web (HTML, CSS, JAVA SICRIPET, PHP)
- information security
- Net work

Personal Skills:

- Critical thinking
- -Problem Solving
- -Judgment and Decision Making
- -Time Management
- -Instructing
- -Dependability

-Driving Lincen – yes

- References can be provided upon request.