



CONTACT

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Erbil_Mnara Quarter

PERSONAL INFO

Nationality: Kurdish

Gender: Male

Date of birth: Dec 22th, 2002

Marital status: Single

LANGUAGES

Kurdish : Native

English : Very Good

Arabic : Good

COMPUTER

Microsoft Word

Microsoft Excel

Microsoft Powerpoint



PROFILE

I am a reliable and versatile professional with a diverse background in sales, administration, and operations. I have a technical education and am skilled in data entry, inventory management, and providing excellent customer service. I am a dedicated team player who pays close attention to detail and is committed to following company procedures and supporting daily business goals effectively.



EDUCATION

Diploma Degree (2022 - 2023)

Koya Technical Institute | Chemical analysis department



WORK EXPERIENCE

Sixt Rent a Car | Rental Sales Agent & Fines Coordinator
August 2025 – Present

- Sales & Service:** Manage the complete rental process and drive revenue by upselling premium vehicle upgrades and protection packages.
- Fines Coordination:** Oversee the administration of traffic violations and tolls, ensuring the accurate transfer of liability to renters and timely communication with authorities.
- Data Entry:** Perform high-volume entry of rental agreements, customer documentation, and penalty records with a high degree of accuracy.
- Documentation:** Process sensitive identification and payment information in compliance with company standards and legal regulations.

Sales Manager | Cosmetic Shop (8 months)

Managed sales team and operations, developed sales strategies, maintained inventory, and implemented staff training programs to improve customer service and increase sales.

Accountant | Shko Post (6 months)

Handled financial records ,and implemented improved accounting procedures while ensuring regulatory compliance.

Warehouse Manager | Bright Face Company (6 months)

I managed daily operations, inventory systems, and staff supervision while implementing efficiency improvements and maintaining safety standards.



SKILLS

- Adaptable and quick to learn new tasks across various work environments.
- Detail-oriented with a focus on high accuracy in data entry and documentation.
- Strong communicator and collaborative team player dedicated to solving problems.
- Punctual and responsible with a strong commitment to following company procedures.