

Abdulqader Othman Qader

Profession

Hard-working Supervisor with more one year of experience leading teams, delivering results, and exceeding expectations. Creative and motivated leader adept at utilizing exceptional design and planning strengths to accomplish complex projects. Skilled in Logistics concepts and best practice strategies.



Work History

2019-08-04

Logistic coordinator

Current

Heavy Organization, Erbil, Phcc Hasan Sham U2 IDPS Camp

- Conducted audits to improve office logistics practices and procedures.
- Supervised logistics functions and operations.
- Created and updated physical records and digital files to maintain current, accurate and compliant documentation.
- Facilitated communication between internal and external project stakeholders to keep all parties well-informed.
- Organized and updated schedules for more than executives.
- Produced accurate office files, updated spreadsheets and crafted presentations to support executives and boost team efficiency.
- Promoted team productivity by keeping supplies organized and well-stocked.



Contact

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Skills

Operations management

Team management

Problem resolution

Leadership

Priority management

Supervision

Relationship development

Organization

Sales and marketing

Business Development

2020-01-01 Supervisor

to 2020-06-01

Arista Company, Duhok

- Applied strong leadership talents and problem-solving skills to maintain team efficiency and organize workflows to meet any daily demand.
- Enhanced training programs to strengthen employee knowledge.
- Worked with management team to implement proper division of responsibilities.
- Monitored employee performance and provided coaching and constructive guidance to address areas of concern.
- Provided coaching and counseling to employees to encourage professional growth as well as meet short- and long-term goals.
- Successfully managed high volumes of client- facing interactions and established strong rapport with physicians and medical staff.
- Set and managed schedules to give proper coverage to required areas and meet customer service demands.

2019-04-01 Sales Agent

To 2020-01-01

Arista Company , Duhok

- Transported Product or Service to customer locations Timeframe.
- Maintained excellent attendance record, consistently arriving to work on time.
- Increased sales volume by expanding product line to new retailers .
- Assisted call-in customers with questions and orders
- Performed cold-calling and follow-ups with leads to secure new revenue.
- Approached each problem with fresh mind and analytical strategies to quickly resolve concerns



Education

2016-10 - 2018-06

61.8 Dental Assisting

DUHOK TECHNICAL
INSTITUTE, DUHOK
POLYTECHNIC
UNIVERSITY

2015-10 – 2016-07

BARDARASH HIGHT
SCHOOL, DUHOK,
BARDARASH



Language

Kurdish (Native)

Arabic (75%)

English (50%)

2019-04-01
To
2020-02-01

Sales Agent

Golden Dent , Duhok

- Assisted call-in customers with questions and orders.
- Handled administrative aspects of sales by completing customer contracts and warranties and accepting and processing payments.
- Explained features and advantages of Type products or services to promote sales.
- Approached each problem with fresh mind and analytical strategies to quickly resolve concerns.
- Informed customers of promotions to increase sales productivity and volume.

2018-10-01
To
2019-04-01

Sales Agent

Crown Dent , Duhok

- Assisted call-in customers with questions and orders.
- Handled administrative aspects of sales by completing customer contracts and warranties and accepting and processing payments.
- Explained features and advantages of Type products or services to promote sales.
- Approached each problem with fresh mind and analytical strategies to quickly resolve concerns.
- Informed customers of promotions to increase sales productivity and volume.
- Followed up with customers after completed sales to assess satisfaction and resolve any technical or service concerns.
- Promoted and up-sold products and services to meet needs of customers.

2018-07-01
To
2018-09-01

Internship Student

Bardarash Emergency and Xazr Hospital, Bardarash

- Assisted dentists by passing instruments, suctioning intraoral fluids, adding water and mixing materials for fillings, Type, casts and impressions.
- Prepared patient X-rays and images by Action for review by dentist.
- Cleaned and sterilized instruments between patients to protect from infection risks.
- Prepared and arranged instruments, medications and required materials, including cement, composites and impression materials.

2017-07-01

Dental Assistant

To

Bafren Clinic , Bardarash

2017-10-01

- Assisted dentists by passing instruments, suctioning intraoral fluids, adding water and mixing materials for fillings, casts and impressions.
- Supported dentists during procedures to restore teeth, like dental fillings, permanent and temporary crowns.
- Prepared patient X-rays and images by Action for review by dentist.
- Cleaned and sanitized dental tools and equipment, straightened treatment rooms and restocked supplies to prep for next patient and maintain health and safety practices.
- Created dental impressions used for diagnostics, opposing models and study casts to make crowns, bridges and other dental prosthetics.
- Prepared rooms for patient treatment by cleaning and sterilizing tools and equipment;
- Assisted dentists, hygienists and other personnel by handing appropriate tools and supplies needed for procedures.
- Cleaned and sterilized instruments between patients to protect from infection risks.
- Successfully assisted dentist by performing four-handed dentistry and other chair-side duties.
- Prepared and arranged instruments, medications and required materials, including cement, composites and impression materials.
- Performed general chair-side duties to assist with various procedures, including general, endo and oral surgery.