

# Muhammad Ahmed

## OCCUPATION

### ABOUT ME

*. I am a dedicated, organized and methodical individual. I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done. I am determined and decisive. I identify and develop opportunities.*

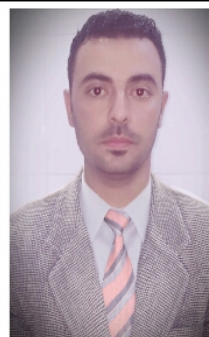
### EMPLOYMENT

#### City Center | 2015-2016 | Maintenance\_Officer | Sulimanyia

- Accomplishes maintenance human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising job contributions; recommending compensation actions; adhering to policies and procedures.
- Meets maintenance operational standards by contributing maintenance information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems...
- Maintains function and reliability of facility systems and associated equipment by implementing a preventive maintenance program; operating and testing systems and equipment; restoring, repairing, rebuilding, or replacing faulty or inoperative components and parts.
- Improves function and reliability of facility systems and associated equipment by studying performance results; identifying, recommending, and implementing changes, expansions, and additions.
- Maintains safe and healthy work environment by following standards and procedures; complying with legal codes and regulations.

#### Jotun International Company | 2016-2017 | Marketing and Sales Supervisor

Achieves marketing and sales operational objectives by contributing marketing and sales information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change. Meets marketing and sales financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions. Determines annual and gross-profit plans by forecasting and developing annual sales quotas for regions; projecting expected sales volume and profit for existing and new products; analyzing trends and results; establishing pricing strategies; recommending selling prices; monitoring costs, competition, supply, and demand. Accomplishes marketing and sales objectives by planning, developing, implementing, and evaluating advertising, merchandising, and trade promotion programs; developing field sales action plans. Identifies marketing opportunities by identifying consumer requirements; defining market, competitor's share, and competitor's strengths and weaknesses; forecasting projected business; establishing targeted market share.



### EDUCATION

#### Mosul University

- College of Agriculture
- Bachelor Degree

### SKILLS

- Excellent organizational and planning skills
- Excellent communication and inter-personal skills
- Proven leadership qualities
- Excellent writing and reporting skills
- Strong analytical skills
- Excellent knowledge and understanding of local communities
- Ethical and transparent decision-making;
- Independent work, i.e. with minimal supervision and under pressure;
- High regard toward preserving confidentiality of work-related information and data;
- Self-motivation, goal/result-orientation and team work;
- Flexibility, creativeness,
- Computer/IT literacy ( Windows / MS in particular) Internet etc.)

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### **AKE Company | 2014-2015 | elevator Service technician | Turkey**

Elevator service technicians are primarily responsible for all preventative maintenance and repair work on elevators and similar people-moving machinery. They also install various components of the elevator system, such as the railings on which the elevator car travels, its supporting motors and cables and the electrical wiring and microprocessors that power the equipment.

Elevator repair technicians respond to calls about malfunctioning equipment, often troubleshooting the machinery until the problem can be diagnosed and solved. These technicians check wiring and parts for signs of wear, replace parts as needed, oil gears and test electrical systems to make sure the elevator unit is running efficiently

### **LANGUAGES**

- Arabic
- English
- Kurdish
- Turkish

### **AL-Forqan Group | 2010-2014 | Accountant | Mosul**

Provides financial information to management by researching and analyzing accounting data; preparing reports.

#### **Job Duties:**

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups

### **REFERENCES**

#### **Zana Ahmed**

City Center Manager  
phone :07701557409

#### **Farah Yosif**

office Manager at Jotun  
phone ; 07500393008

#### **Marwan Yonis**

Office Manager at AL-Forqan Group  
Phone : 07706100115

## CONTACT

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