



FARIS SABBAR ABDULSADA

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DATE OF BIRTH: 17th FEB 1990

Marital status: single

Nationality: Iraqi

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PROFESSIONAL SAMMARY

If you're looking for a team member with a leadership spirit who can help to organise work in different aspects. My knowledge in marketing strategies and business administration will prove valuable. Organising and planning come as first nature to me, and I take great pride in the detail of tasks. Well versed in motivating team members. Knowledge of using crystal accounting program.

ACADEMIC BACKGROUND

- Pune university, college of pharmacy, Maharashtra, India 2013-2014.
- Technical College of Agricultural Engineering /Babel, Bachelor of Biological Control 2008-2012.

TECHNICAL KNOWLEDGE

- Proficient with Microsoft office (Access Data Base, word, excel, power point).
- Proficient with photoshop.
- Logo Designing.
- General software solutions.
- Computers services.
- Visual Basic.
- Access Data Base.

LANGUAGES

- Arabic: Native tongue.
- English: Fluent.
- General knowledge in Hindi.

WORK EXPERIENCE

- **Promoted (Sep2019) to: Administration Manager**
Crystal Answers London LTD. Co.
Karbala Refinery Project (Feb 2018-Pesent)
Client c which is associated with GS and SK.

Responsibilities:

- Controlling all staff activities and supervise them.
- Attending meetings with clients and discuss their needs and take action.
- Signing contracts and deals with clients (**Hyundai Engineering**).
- Approving purchases and sales.
- Following up with employees' problems and solving them.
- Interviewing the new staff and approve their compatibility to work under high pressure and the company's needs and expectations.
- Give the new candidates a brief of how the company meets and give guidance to them.
- Travelling to other projects and meet with other managers for a possible cooperation.
- Follow up with HR and make sure that all documentation is organized up to company's standards.

- **Administrative and Sales Manager**
Crystal Answers London LTD. CO., Iraq
Karbala Refinery Project (Feb 2018-Pesent)
Client Hyundai Engineering which is associated with GS and SK.

- ***Promoted recently (Jan 2019) from a company representative into Administrative and Sales Manager**

Responsibilities:

- Prepare regular reports on expenses and office budgets.
- Coordinating with international companies working inside the refinery project.
- Follow up with my colleagues and discuss the work needs and its solutions.
- Suggesting Solutions for the management.
- Preparing monthly salary payroll.
- Conducting meeting and interviewing for the new recruitment.

- Updating company Manpower lists.
- Making the request for heavy equipment as needed.
- Public relationship officer.
- Organize a filing system for important and confidential company documents
- Maintain a company calendar and schedule appointments.
- Prepare reports and presentations.
- Authorizing the travel tickets, visa issuing, cancelling and accommodations.
- Keeping a contact with our clients and direct the employ to respond for their needs as soon as possible.
- Coordinating with the purchases department.
- Managing Delivery notes and Invoices.
- Coordinating with the drivers to deliver the needed stocks to the clients as soon as possible.
- Providing the best offers and deals for the clients and encourage them to use more of our products.
- Setting Targets for the purchase and sales employees and reward them with bonus points and rewards to encourage them for work and increase the productions.

- **MIT institute admission department / Freelancer
India, Pune Mar 2017-Oct 2017**

Responsibilities:

- Working as a representative for the institute in the middle-east.
- Providing the required service for the new comers and new admissions.
- Promoting distance education admissions.

- **Online Marketing Officer**
Health reactive centre
India, Mumbai, Dadar Feb2015- Mar2017

- Manage and coordinate all digital marketing activities.
- Support the goals set in the marketing plan.
- Work close with the sales team.
- Translate the company's objectives into marketing strategies.
- Improve search-engine rankings.
- Share qualitative content on different social media channels
- Monitor and improve (if needed) company's online reputation
- Create, send and answer email campaigns

- **Freelancer**
Varies Hospitals
India, Malaysia Feb2014- Mar2015

Responsibilities:

- Working as an interpreter for the Arab Patients.
- Assuring a suitable accommodation for the patients.
- Issuing the visa letter required to get a medical visa.
- Coordinating with overseas department.
- Coordinating with HR department for the billing and payment.
- Providing tours and help in the market.

- **Representative and HR Officer**
Al-Iraq General Contractors private company

Iraq, Baghdad Jun2012- Feb2013

Responsibilities:

- As a management representative, I oversee the functions of an office to ensure that everything runs smoothly.
- Assign tasks to everyone equally to avoid overloading some workers.
- liaison between your staff and the top management.
- scheduling meetings with the upper management to review subjects such as the performance of various members of the company or its financial health.
- Before the management review, consolidate all the relevant reports, develop the agenda for the meeting and coordinate the reporting of financial results, if necessary.
- Recruitment.
- job placement.
- Interviewing.

- **Al-Furat Al-Awsat Technical University
Iraq, Babel 2012 - Mar2013**

- Supervising students' attendance.
- Giving Practical lap classes lectures.
- Help the students with their assignments and lap experiments.
- Report to the HOD with the progress of the lap work and requirements.

- **Front desk officer
AL-Madar money exchange company
Iraq, Babel Oct2009 - Apr2012**

Responsibilities:

- Providing exchange services.
- Answer the phone and replay emails regarding international transfers.
- Prepare Monthly reports for the total work progress.

KEY SKILLS

Work based skills

- Strong communication skills.
- Remote Management skill.
- Working well as a team.
- Showing initiative and solving problems.
- Team management.
- Rigorous, with an excellent sense of judgment.
- Ability to work in a multicultural environment.
- General ability to resist stress in unstable circumstances particularly.
- Ability to work independently.
- Good at meeting deadlines.
- Ability to develop and to Learn.
- knowledge in budgeting, time management and task prioritization.
- Demonstrated ability to build rapport quickly.
- Skilled in data entry and data processing.

Personal skills

- Friendly and approachable.
- Organised and hard working.
- Creative.
- Good time keeper.
- Take pride in my work.
- Initiative.

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References available upon request.