

**Contact & Personal Info:****Name:** Waqed Waleed**Date of Birth:** 29/3/1997**Gender:** Male**Marital Status:** Single**Address:** Kirkuk - Iraq.**Phone:** + 964 772 892 5437**Email:** [waqed1997@gmail.com](mailto:waqed1997@gmail.com)**Social Media:** **Education:****Major:**

- (B.E.E) Bachelor of Electrical Engineering - University of Technology - Baghdad.

**Minor:**

- Electronic engineering

**Graduation:**

(2018 – 2019)

**Work Experience:****1 - Logistics, Design and Sales Assistant at Marmaris (Designing, Manufacturing Home Decor)****Responsibilities:**

- Making sure that all assets and premises are well-organized & constantly maintained as well as controlling the inlets and outlets from and into the factory.
- Service procurement as needed; providing contracts for purchases, keeping a list of assets regularly updated.
- Designing home decor, room layout and furniture as well as executing the designs all via **AutoCAD**.
- Responsible for the inventory and sales of furniture and home decor.
- Managing a fleet of 2 drivers and checking for additional documents.
- Keeping a well-maintained service for generators
- **Date:** From **July 2018** to **August 2019**

**2 - Procurement Assistant & Programmer at New Horizons (equipping and supplying vendors with the latest Laptops and computers' accessories)**

- Programming, formatting and setting up computer rigs, laptops and devices according to the clients' wishes.
- Managing invoices and receipts and keeping an updated inventory of all remaining assets and devices.
- Supplying clients & customers with orders as requested within a time frame.
- Importing Computer rigs and laptops from Dubai & [Amazon](#) store.
- Selling and setting up routers, WIFI and IOT devices.
- **Date:** From **January 2016** to **November 2017**

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**Skills:**

- Ability to write reports in English.
- Microsoft Office (Word, Excel, Outlook and PowerPoint)
- Excellent writing and reporting skills.
- Good speaking in both English and Arabic (Native Language).
- Translation for both English to Arabic & Vice Versa.
- Experience in translating letters and portfolios.
- Experience in setting up, CCTV cameras and other security systems.
- Working knowledge of office equipment, printers and scanners.
- Have an average Typing speed of 35 WPM (Words Per Minute).
- Maintenance & Programming (solve Problems related to Windows OS)
- Experience with IT & Network problems; e.g. setting up Network Connections (Nanostation, NanoBeam) & Wireless Connection.
- Knowledge of VB (Visual Basic), C+ (Language programming), MATLABs, Google documents, Google Sheets, Google mail, Adobe Photoshop and other frequently-used programs in office work.

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**Strong points:**

- Prodigious communication skills.
- Flexible; able to adjust to the changes of policy and environment of the company.
- Capability to solve problems accurately.
- Hard-working
- Ability to learn from failure.
- Group work spirit.

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**Languages:**

- English - Good
- Arabic – Native
- Kurdish – Basic.
- Turkmen – Basic.

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**Certifications and Courses:**

- Microsoft Office (Word, Excel and PowerPoint) Course.

*References will be provided once requested*