

# **Resume**

**Name:** Hussein Al Jumaily

**Home Address:**

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BAGHDAD – AL ADHAMIYA- IRAQ

**DOB:** 28/07/1977

**Nationality:** Iraqi

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**Languages:** Arabic (Native), English (Fluent)

## **Education level:**

- Master's degree, Business Administration MBA Saint Leo University, United States, Virginia (2016).
- MSc Student, University of Science and Technology of Jordan (2010)
- Bachelor's degree, nutrition and food processing, University of Baghdad (2001)
- Certification, barcode system (2004)
- Certification from the Nationalist Institute for Computers (I.C.D.L) (2001)

### **Experience:**

- Warehouse manager (Logistic, safety, inventory, and shipping coordinator) in General Cigar Company, United States, Virginia, Hampton from (18/05/2010 to (1-10-2018)
  - Manage warehouse activities, Ensures employee compliance to protocols and standards; Supervises inbound deliveries to ensure accuracy; Ensures the warehouse inventory is clearly identified and readily accessible; Ensures products for delivery are routed to the appropriate clients; Supervises document preparations for transfer to other departments/shipping; Monitors and tracks the progress of deliveries; Schedules counts with the Accounting Department; Maintains, if not surpasses, quality expectations and standards required from the department; Maintains a clean and safe working environment. Also, my key task is to organize the safe and efficient storage and distribution of goods, and to ensure that orders are fulfilled (carried out) correctly. Furthermore, organizing shipments, coordinating drivers, vehicles, loads and journeys, negotiating, agreeing contracts, developing and confirming schedules, planning for and negotiating technical difficulties, preparing paperwork for regulatory bodies, liaising with and managing staff and shifts, waste management, monitoring stock, and ensuring health and safety standards are met. Finance, and control my department budget. My Safety job work with executives, supervisors and employees to create policies to protect employer property and keep employees safe. These safety policies should clearly outline what is expected of managers, supervisors and employees with regard to safety. Safety policies cover topics such as hazard reporting processes, accident investigation procedures and basic safety rules. This type of policy should also indicate whether an employer has a safety committee or conducts regular safety meetings.
  
- Project, and Finance coordinator in PayBort organization (Second Shift), United States, Virginia, Hampton from (10/2/2013-15/9/2018).

- Analyze all financial data, monitor all transactions and prepare appropriate reports for same. Prepare and deliver various accounting reports for every individual project on a regular basis. Manage and reconcile all financial projects appropriately. Monitor all financial transactions and recommend ways to increase effectiveness of same. Develop and maintain a database of records to ensure smooth transaction for all financial processes. Coordinate with Insurance Coordinator and evaluate all insurance papers to analyze benefits and advantages for same. Assist consumers and ensure effective implementation of all budget and financial issue. Assist all employees and entrepreneurs and prepare budget plans and provide technical support.
- Supervisor of Clinical Nutrition Unit, Jordan Hospital for 3 years. (2/1/2007-28/1/2010)
  - Supervised 35 people who assisted patients with diabetes, kidney problems, weight problems, cholesterol problems and geriatric patients with special nutritional needs
- Dietitian in the Al-Bashir Hospital in Jordan (7/1/2006-1/1/2007)
  - patients with diabetes, kidney problems, weight problems, cholesterol problems and geriatric patients with special nutritional needs
- Inventory manager at Dewalt company in Baghdad -Karada Iraq from 1/1/2004-1/6/2006.
  - Ensure that the necessary amount of inventory is maintained. She recruits, hires and trains each of these individuals, terminating employment as required.

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