

# **Resume**

**Name:** Hussein Ali Hassan

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BAGHDAD – AL ADHAMIYA- IRAQ

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

**Computer Skills:**

- Operating systems (Windows and MacOS), Office suites (Microsoft Office), Presentation software (PowerPoint), Spreadsheets (Excel, Google Spreadsheets, etc.), Communication and collaboration tools (Skype, etc.), Social media (Twitter, Facebook, Instagram, etc.), Accounting software (QuickBooks, FreshBooks, etc.), Data visualization, Outlook Email (mail merge, filters, folders, rules), Database Management (MS Access, Oracle, Easy Solution), Enterprise Systems (Automated Billing Systems, Payment Processing, Customer Relationship Management (Salesforce, Oracle) Enterprise Resource Planning (Oracle, SAP) Business Intelligence, Business Continuity Planning.

**Education level:**

- Master's degree, Business Administration MBA Saint Leo University, United States, Virginia (2016).
- MSc (Master's degree, nutrition) Student, University of Science and Technology of Jordan (2010)
- Bachelor's degree, nutrition and food processing, University of Baghdad (2001)

- UPS certification, shipping small packages and freight BOL 2010 (United states of America)
- Safety certificate, for training employees 2017 (United states of America)
- Certification from Crown forklift company, driving and training people 2018 (United State of America)
- Certification, barcode system (2004)
- Certification from the Nationalist Institute for Computers (I.C.D.L) (2001)

**Experience:**

- Distribution Center Supervisor (Finance, Supply Chain, Logistic, safety coordinator, and shipping coordinator) in General Cigar Company, United States, Virginia, Hampton from (18/05/2010 to (1-11-2018)
  - Plan and implement the overall distribution center and supply chain strategy; collaborate with Sales, Operations, and Customer Service teams; Determine key supply chain KPIs; Suggest solutions for process improvements; Identify process bottleneck and implement solutions in a timely manner; Train and evaluate others; Provide constructive feedback; Work with finance, sales, and manufacturing team to determine best vendors and distributors; Build and maintain good relationships with vendors.
  - 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 shipping ( use UPS labels for small packages and big shipment (pallets) for Freight) and 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 and seals supervisor in DEwalt, Al Hashmia company in Iraq-Baghdad (2004-2007)
- Supply Chain and Finance team leader Volunteer in t Non-government organizations, also known as community agencies or non-profits NGO in Baghdad Iraq from 1/1/2004-1/6/2006.
  - working with procurement managers and buyers to source the right products, negotiating contracts with suppliers and customers, controlling manufacturing and delivery processes, planning and implementing logistical strategy, ensuring targets are met, overseeing product storage, handling and distribution, using computer software to track goods from origin to delivery, working on forecasts and inventories, keeping an accurate record of the process and analyzing performance, managing and motivating a team of supply chain staff, improving the overall supply chain performance and look for any possible innovations to the process, implementing new technologies and staying alert to new trends in the sector.
  - Develop appropriate systems, processes and practices to support compliance with all funding and service agreements. Fulfil all data and reporting requirements as per funding and organizational requirements and provide reports to Area Managers and Program Team Leaders as required. Support Leadership Team in the execution and achievement of the Strategic Plan and operational objectives. reviewing financial reports, monitoring accounts, and preparing activity reports and financial forecasts. Financial managers also investigate ways to improve profitability, and analyze markets for business opportunities, such as expansion, mergers or acquisitions.

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