

Fatma Majid Hussein



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Skill Highlights

- Passionate
- Strong decision maker
- Complex problem solver
- Team work
- Innovative
- Service-focused

Experience

Madar Dejla Company

Malaab Al-Shaab Road, Baghdad.

August-2014/January-2015

Data Entry

- Prepares source data for computer entry by compiling and sorting information; establishing entry priorities.
- Enters customer and account data by inputting alphabetic and numeric information on keyboard or optical scanner according to screen format.
- Verifies entered customer and account data by reviewing, correcting, deleting, or reentering data.
- Secures information by completing data base backups.
- Maintains operations by following policies and procedures; reporting needed changes.
- Maintains customer confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.

Anwar Al Ghadeer Medicine Store

Ghadeer Street, Baghdad.

July-2015/September-2015

Pharmacy Assistant

- Check for expired medications.
- Notify the pharmacist when stock is low.
- Take in and handle out prescriptions.
- Dispense prescriptions.
- Use store's computer systems to generate label and stock lists.
- Help in maintaining reasonable dispensary stock levels.
- Order items for use within and outside department.
- Answer queries on the availability and supply of medicines.
- Respond to face to face and telephone enquiries of a routine nature from members of the public, patients, their representatives and a wide range of staff groups.
- Pre-pack, assemble and label medicines.
- Manage the cash register.

Aiayat Al-Sharq Company

For General Trading & Transporting, Baghdad

July-2017/March-2018

Operation Supervisor

- Responding to customers or supplier's questions.
- Providing routing information and issuing shipping instructions to ensure deliveries arrive on time and to their correct location. You will also be responsible for tracking of goods enroute to their destination ensuring any problems that may arise are resolved so as to avoid delays.
- Responsible for the preparation of quotes for customers, which will involve examining products or materials to estimate quantities or weight and type of container required for storage or transport.
- Negotiate rates with suppliers such as carriers, warehouse operators and insurance companies and prepare tariffs for customers, ensuring the required profit margins as directed by the company are achieved.
- Liaise with accounts for the preparation of invoices ensuring shipping costs are calculated accurately and passed onto customer, also required to review sales and prepare reports for senior manager comparing actual sales against targets set.
- Coordinate and track movement of goods through logistic pathways.
- Organize transportation activities, including storage of goods, managing information accrued from point of origin to delivery

GEFCO Company
Key Account Manager
Baghdad, Qadisia
2018 March / present

Responsibilities for Project Manager

- Addressing and resolving key clients' complaints.
- Supervising the account teams assigned to each key client.
- Communicating and collaborating with the advertising, design, marketing, sales, and logistics departments to ensure that key clients.
- Developing the company's revenue by ensuring that key clients are satisfied with the services provided.
- Developing and sustaining solid relationships with key clients that bring in the most income for the company.
- Compiling reports on account progress, goals, and forecasts for account teams and stakeholders.
- identifying new business opportunities for key clients, and attending all meetings, conventions and training workshops.
- ability to analyze data and sales statistics and improve business and marketing strategies.
- Monitor progress and make adjustments as needed
- Coordinate and track movement of goods through logistic pathways.
- Negotiating contracts with key clients and meeting established deadlines for the fulfillment of each client's long-term goals.
- Developing a thorough understanding of key clients' needs and requirements and preparing customized solutions, Strategic planning to improve client results.
- Expanding relationships and bringing in new clients.
- Collaborating with the sales team to maximize profit by up-selling or cross-selling.

Education

Al-Iraqia University
Baghdad, Iraq
2017-2018
Law College

Languages

Arabic
English

Other

Date of Birth: 19.10.1994