

## ***Mohammed Bassim Mohammed***

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### ***Personal Information:***

***Nationality: Iraqi***

***Date of Birth: 1989***

***Marital Status: Married***

### ***Education and qualifications:***

***Bachelor Degree in Computer.***

***University of Diyala.***

***Graduation Date: 2011-2012.***

### ***Summary:***

***With 5 years' experience in Inventory and Accountancy Departments.***

***Time budgeting and management experience. Good communications and presentation skills.***

### ***Computer Skills:***

***Internet, E-mail, Microsoft office (excel, word) ... etc.***

### ***Language Skills:***

***Arabic: mother tongue***

***English: good***

***Kurdish: good***

### ***Experience of systems:***

- ***ERP System (Inventory & Finance).***
- ***Sales Force System (Sales & Inventory).***

## **Professional Experience:**

### **1: Warehouses Manager**

*Karwanchi Group.*

*Location: Iraq – Kirkuk*

*May 2018 - Present*



### **2: Accountant**

*Delta Co. (Korek).*

*Location: Iraq- Erbil*

*Jan 2017 – May 2018.*



### **3: Inventory Control Supervisor**

*Delta Co. (korek & Samsung & fiber optic).*

*Location: Iraq – Erbil*

*Jan 2015 – Dec 2016.*



### **4: Cashier & Sales Supervisor**

*E-Zone Co. (Electronics).*

*Location: Iraq – Erbil*

*Jan 2014 – Dec 2014.*



### **5: Store keeper**

*Dijla Co. (Plastic Trading).*

*Location: Iraq – Baghdad*

*Feb 2013 – Nov 2013.*

## **Tasks and responsibilities**

- 1: Organize the receipt of materials and inspection and the work of the relevant documents***
- 2: Prepare the monthly reports on the status of the stock***
- 3: Organization of warehouse work and continuous development of warehouse operations.***
- 4: Work on the introduction of materials and coding for easy access.***
- 5: Work on inventory status reports, unconfirmed inventory, Reorder point, Transfers between warehouses.***
- 6: The last work I have done is to develop warehouse management system shelves and rows and achieve the process of entering first in first out (Warehouses of raw materials & fuel and concentrates).***
- 7: Periodic inventory of warehouses***
- 8: Professional use of electronic warehouse management systems***