







Oday Ihssan Ali

INFORMATION

 1991.12.08

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 Baghdad

SKILLS

- **Languages:**
Arabic and English Writing
& speaking good
- **Operating system :**
Windows 7&10, MS
Word,Excel,Powerpoint
- **Interests:**
Reading, traveling, sport



EDUCATION

Dijlah University collage 10/2009~08/2013

- Bachelor's in computer technical engineering .
- The first students on my class (3rd) .
- Very good grade (83.882) .



EXPERIENCE

Sales & maintenance engineer (3D Company)
9/2013~03/2015

- Prepare and deliver technical presentations explaining products or services to customers and prospective customers .
- Confer with customers and engineers to assess equipment needs and to determine system requirements .
- Collaborate with sales teams to understand customer requirements and provide sales support .
- Secure and renew orders and arrange delivery .
- Plan and modify products to meet customer needs .
- Help clients solve problem with installed equipment's .
- Recommend improved materials to customers , showing how changes will lower costs or increase production .
- Help in researching and developing new products .

(Dijla Soft Drinks Company) 04/2015~present
1)LC officer

- Responsible for open LC to import the goods to our company .
- Contact with the beneficiary to create proforma invoice for the materials amount & quantity .
- Responsible for all charges from open LC , amendment & transfer the money .

2)Accounting assistant & HR officer

- Reconcile invoices & identify discrepancies .
- Create & update expense report .
- Prepare bank deposits .
- Enter financial transactions into internal database .
- Check spreadsheets for accuracy .
- Issue invoices to customers & external partners , as needed .
- Review & file payroll documents .



EXPERIENCE

(Dijla Soft Drinks Company) 04/2015~present

3. Administrative officer

- Monitoring and maintaining office equipment and inventory supplies; orders replacement supplies as needed.
- Creating, updating, and maintaining records and databases.
- Updating office policies and procedures.
- Scheduling company calendar and updating as needed.
- Preparing reports on expenses, office budgets, and other expenditures.
- Supporting department managers, staff, and CEO.
- Preparing travel arrangements for office staff and managers; overseeing and preparing expense reports and budgets.
- Coordinating building and maintenance issues for general repair (heating and air conditioning, security, etc.) and updating (carpet cleaning, painting, etc.).
- Organizing special functions and social events .
- Preparing correspondence, documentation, or presentation materials .

Accounting assistant (Al Murja for meditates the sale & purchase of foreign currencies co .) (Part time) 9/2016~12/2017

- Create & update expense report .
- Prepare bank deposits .
- Enter financial transactions into internal database .
- Check spreadsheets for accuracy .
- Review & file payroll documents .



EVALUATION

- Good people management and communication skills. Team player.
- Able to work under high pressure and time limitation.
- Be elegant and with nice personality.
- With good managerial skills and organizational capabilities.