

Curriculum Vitae

Suhaib Mahdi

Name: Suhaib Safaa Mahdi
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Education:

BSc. From the College of Scientific, Department of meteorology, University of Al-Mustansiriyah, Baghdad-Iraq.

Work Experiences:

Harf Promotion

Location: Baghdad – Iraq



- **Sales Team Leader**, January 2019 - Present
 - Identifies and generates leads through networking, cold-calling and marketing, converting into key accounts
 - Manages the sales cycle from inception to execution
 - Built and retained long-term friendships/relationships with customers
 - Acted as key point of contact for the company, ensured a high standard of customer service by discussing technical problems or repairs required and recommending suitable products Planning and preparing presentations.

Al-Farage Printing Industries (Xerox)

Location: Baghdad – Iraq



- **Business Development Manager**, April 2015 – December 2018
 - Following up new business opportunities and setting up meetings.
 - Planning and preparing presentations.
 - Communicating new product development to prospective clients.
 - Overseeing the development of marketing literature.
 - Writing reports.
 - Make survey for Baghdad market

Al-Saifi UAE Company

Location: Baghdad - Iraq

- **Accountant**, Nov.2012 – Jun.2017
 - Accountant in a special project of the company
 - A bank-certified banker with respect to letters of guarantee and the release of instruments

International Relief & Development

Location: Baghdad - Iraq

- **Employee**, Nov.2010 – Jun.2012
 - Rapid Response Mechanism (RRM), Multi Sectors Emergency Package (MSEP) and Winterization for children from 3 months to 14 years distributions.
 - Monitoring and supervising the distribution processes.
 - Field visits, collecting information, making database, preparing lists and archiving the updated information.
 - Receiving materials, checking waybills and direct supervising of downloading in necessary cases.
 - Making movement plan and distribution plan and doing necessary logistics affairs
 - Managing the warehouse and supervising all loading and downloading data that integrate with the main database
 - Periodic inventory and checking stocks.

Training courses:

- A training certificate in leadership and volunteer work at the American University in Sulaymaniyah under the supervision of the US Agency for International Development (USAID) and International Relief and Development Organization IRD
- A training certificate in a private (planning, project management) under the supervision of international relief and development organization IRD
- A training certificate in a private (establishment of special projects) under the supervision of international relief and development organization IRD
- A training certificate in a private (life skills for youth leadership) under the supervision of international relief and development organization IRD
- A training certificate in particular (training of trainers) under the supervision of SKILLS WORK EXPERIENCE international relief and development organization IRD
- A training certificate from the US Institute of Peace in strategic economic needs (simulation for electronic governments) model. SENSE
- A training certificate from the International Academy of Personal Training

- and leadership training in the (strategic planning Prof
- A training certificate from Xerox Middle East (Dubai) in marketing.
- A training certificate from Xerox (Erbil) in site survey of printing company's needs

Languages:

- **Arabic:** Native.
- **English:** (Level IV) for reading and writing, (Level III) for speaking.

Computer Skills:

- Professional in Windows and Internet.
- Professional in Reporting and Emailing.
- Professional in Microsoft Word, Excel, PowerPoint and Outlook.
- Professional in information management
- Professional in al-amin , the one and oracle programs for accounting.
- Professional in Odoo & CRM
- Passed the exam of Pmp & pmd