

Curriculum Vitae

About Me:

A very hard working and reliable warehouse supervisor with an experience in handling warehouse management and controlling a wide range of items and classifying them in many kinds of sorting. Have ability to manage any warehouse program. Excellent interpersonal and communication skills. Self - motivated with an outgoing personality and have a positive attitude at all times. Also have an experience in the logistic part and handling all issue related to it.



Name	Rafid Mohammad Ismail		
Home Address	Iraq, Baghdad, Al-adamiya Sector, A-Solekh Area		
Place of Birth	Baghdad	Birth Date	27/7/1989
Marital status	Married	Gender	Male
Nationality	Iraqi	Religion	Muslim
University Name	Baghdad University	College	Administration and Economy
Specialization	Bachelor of Business Administration	Graduation year	2011
Specialty	Business Administration		
Other Certificates	1- Internet & Computing Core Certification (IC3). 2- Appreciation Certificate from Ministry of Planning in Iraq.		
Phone number	009647705364101		
E.MAIL	rafidgm89@gmail.com		
Professional Skills	<ul style="list-style-type: none"> Warehouse management Applications: <ul style="list-style-type: none"> (Logistic operations, Demand planning, inventory control, Receive, Shipping, Relay, Checking, Reports, Inventory, Budgets, Data entry, Archiving and Follow standard procedure). Proprietary logistics and Warehouse systems: (Sousa, Mira, perfect and Accpacc). Computer Skills: excellent in Applications: Microsoft Word, Excel, Outlook, Power point, Internet, e-mail correspondence, using computerized systems. 		
Summary Of Capabilities	<ul style="list-style-type: none"> Strong skill sets in procurement, management, planning, and finding solutions that improve business outlook. Excellent interpersonal and communication skills, and excellent written and verbal communication skills. Excellent negotiation skills and ability to build and maintain effective and lasting relationships inside and outside of the organization. Utilize education and skills with prospect to develop career. Well Performs under pressure. And Efficient in working as part of a team or individually. Competent in fulfilling all duties comprehensively. Takes initiative and is a responsible leader. Committed to supporting and improving his workplace. Prefer field of Supply Chain, Logistic, Administration and coordinator warehouses Because of : <ul style="list-style-type: none"> My Bachelor in this specialization. Enjoying working in this specialty. Extensive experience will be further developed and utilized. 		

Work And Experiences

- WAREHOUSE SUPERVISOR, LOGISTICS & PROCUREMENT OFFICER - The Supply Chain Department:

MULTI CELL COMPANY (FMCG) for communication and modern technology (Mobile Handsets):

Baghdad Branch from 9/7/2017 until now.

Basra Branch from 9/7/2017 until 31/12/2017.

- Created storage systems, provided logistic support, and liaised with accounting department and Sales Department.
- Managed communications and arranged shipments with multiple shipping companies and suppliers Local.
- Ensured the personal safety and safe working environment of all staff, and Capable of implementing safety procedures to protect and salvage the warehouses.
- Communicated needs and objectives to upper managers and key personnel in procurement, logistics and Sales.
- Obtaining quotes for transportation and also making cost comparisons.
- Provided accurate information to ensure that delivery times and locations were well coordinated.
- Ensured accurate and organized inventory by following up on materials counts, and efficiently tracking and solving purchase orders issues.

- DATA ENTRY SUPERVISOR - The Logistic Division / Baghdad and the Middle Euphrates:

MODERN IRAQ COMPANY Trading Co. Ltd (FMCG) specialization Procter and Gamble (P&G).

Experience 4 years and 4 months from 1/2/2013 until 30/6/2017.

- Provided logistic support related quantity stock on system in warehouses, and to send daily reports periodically on this.
- Supervises the daily activities of operators of data entry devices who input data, and tracking input and output on system.
- Responsible for directing and allocating work to my staff, as well as monitoring and evaluating their work.
- Contributes to the development of processes and procedures, and Processing and correcting system problems during the work of my team.
- Coordinate with other departments, especially the finance department and the marketing department to record developments such as changing prices and discounts, and follow their procedures on the system.
- Daily and direct contact with department managers and general manager of operational updates.
- Typically reports to my manager and general manager.
- Follow up and supervision weekly and monthly inventory counts, and that corrective actions were taken to balance the inventory.

- **LOCAL SUPERVISOR / Baghdad – Resafah:**

MINISTRY OF PLANNING / DEPARTMENT OF STATISTICS.

Experience 1 year and 2 months from 1/12/2011 until 31/1/2013:

- Supervision and follow-up team.
- Achieving goals accurately and quickly.
- Check the information and data recorded and input.
- Communicate with senior departments to solve obstacles and problems.

- **KEY ACCOUNT SALES SPECIALIST / Iraq Area:**

AI-ZAMBAQA & ASHBILIYA OFFICEE Production and distribution of music (FMCG).

Experience 5 months from 1/6/2011 until 30/11/2011.

- Promote and sell the company's products to existing customers and attract new customers.
- Know all the information related to the products and provide a detailed explanation for the customers.
- Ensure customers' satisfaction with the products and services provided.
- Continuous communication with the customer and good handling and product delivery in the best way.
- Cover all customers along the geographical area in which the delegate works.
- Collection of receivables from customers.
- Keeps records of items shipped, received, or transferred to another location.
- Follow up with orders makers to do the orders on daily time.
- To carry out the tasks assigned to other tasks.

Languages	Language	Understanding	Talk	Reading	Writing
	English	Poor	Poor	Good	Good
	Arabic	Mother Tongue - Fluent			
Aadditionally	I have a car and a driver's license.				

References available upon request