

Ali Khalil Ibraheem

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Address: Iraq , Baghdad

Social status: Married



CAREER OBJECTIVE

Looking forward to an exclusive opportunity in a challenging environment professional excellence in my career in Logistics, which will help me to grow stronger in my career life . Putting forth my efforts into a continuous process to a achieve the so-called objectives and goals of the organization and gain more expiry ence .

Qualities : Hard working, Self –Motivated Keen to details , open minded ,Candid , Flexible, ready to learn .

SUMMARY OF QUALIFICATIONS

- Sound know ledge of shipping inbound and outbound documentation .
- Strong problem solving and decision making a ability .
- Exceptional ability to prioritize multiple daily tasks to ensure work is completed with minimal supervision .
- Ability to communicate professionally and effectively with customers.
- Ability to prioritize time effectively and work well under pressure.
- Excellent communication skills, both written and verbal .

Education

❖ Education level :

1999-2003 **Bachelors Degree** : Al-Mansour University College (Computer Science).

Training Course

- 35 training hours in English language (IACCI)- Baghdad , Iraq .
- A course in human resources from the Canadian International Center .
- 24 commercial training hours in brother company (producer) UAE-Dubai .
- Valid Driving license .

Work Experience

❖ **Human Resources Coordinator**

The Company's name : technostar Co.

Company industry : Printer & Device office

Location : Baghdad

2014 February – 2018 March : worked as Human Resources Coordinator at technostar company

(Company Profile) : official and exclusive agent in Iraq For international companies

1-(brother co.): Specialized in the sale of black and white laser printers, color inkjet printers, faxes and multifunction devices.

2- (Konica Minolta co.): specializes in imaging products, including photocopiers, laser printers and digital printing systems for the production printing market. Konica Minolta's Managed Printing Service manufactures optical devices, including lenses and an LCD screen; medical imaging products and graphics, such as X-ray image processing systems, color check systems, X-ray films.

3- (Sbm co.) : Specialized in manufacturing and selling cash counting machin.

Duties and Responsibilities :

- Replying to job applicants in a professional manner.
- Advising senior managers any HR decisions.
- Rewarding employees for their performance, attitude and skills.
- Developing personnel policies and processes.
- Organizing employee training programs.
- Conducting employee exit interviews and getting feedback from staff who are about to leave the company.
- Keeping accurate employee records.
- Organizing work flow so that the office runs at maximum efficiency.
- Identifying employees who need extra training that will teach them how to properly carry out their duties.
- Taking instructions from senior managers.
- Consulting with senior management regarding special issues.
- Managing employee benefit programs.
- Writing up adverts that will attract the best and brightest candidates.
- Having telephone interviews with job applicants.
- Having face to face interviews with job applicants.
- Writing informative job descriptions.
- Negotiating advertising rates with newspapers & online job boards & then placing job adverts with them.

- Providing guidance to work colleagues and senior company management on all employment matters .
- Preparing regular reports on recruiting efforts and activities.
- Answering phone calls, dealing with enquiries and provide general information to job applicants regarding HR procedures .
- Travelling to and attend recruiting events and conferences with the team.

❖ **Marketing Manager & Operations Manager**

Company's name : technostar Co.

Company industry : Printer & Device office

Location : Baghdad

2012 September – 2014 October : worked Marketing Manager & Operations Manager

Duties and Responsibilities :

- Study the market accurately .
- Increase Sales annually .
- Participate in large governmental and semi-governmental tenders.
- Implement and suggest improvements to Marketing Planning policies and procedures .
- Business Develop through the promoting of new products, the study of competitors in the market, and finding new markets and outlets for sale.
- Promote products and materials in private companies, government departments and banks, and facilitate sales and maintenance contracts with the company's sales manager .
- Marketing strategies, planning and promotion of new ideas and review of modern marketing methods to suit the global markets .
- Develop marketing through e-marketing and promotion of the company and materials that must be learned from the client and work on creating promotional pieces to promote new products and company .
- Work in developing the requirements of marketing budget .
- Organizing exhibitions and conferences and arranging a meeting for marketing .
- Participate in the annual exhibitions held in a country such as (Baghdad International Fair) to know more about the company's services and products as well as work to follow up the external exhibitions through the company's branches outside Iraq .
- Analysis of marketing environment .
- Follow sales representatives to improve their sales and minimize errors in their duties .

❖ **OPERATIONS /LOGISTICS COORDINATOR**

The Company's name : IQ Network Co.

Company industry : Telecom.

Location : Baghdad .

2007 March - 2012 June : Worked in as Logistics Coordinator .

Duties and Responsibilities :

- Coordinated all documentation for overseas shipments, including legalization of documents and compliance with requirements of Letters of Credit.
- responsible for checking the accuracy of all documentation received from any party
- Ensured timely issuing shipping instructions, negotiated Letters of Credit
- Handled queries from customers, subsidiaries and overseas offices regarding order documents and shipments
- Notify delivery companies immediately of any losses and/or transit damage identified
- Trained new logistics staff, prepared and presented weekly logistical reports to management team
- Work closely with operations management to facilitate meeting revenue targets each month. Coordinate output with Supply Chain Manager/Operations Manager
- manage the cash request for import (customs duties ,clearance ,other fees ,personal import licenses)
- Provide input to Logistic Manager regarding carrier performance and factory container loading performance
- Establish and develop excellent client relationships with equipment suppliers and work to develop products utilizing customer feedback
- Analyzes and resolves work problems, or assists colleagues workers in solving work problems
- Monitor & review daily improvement metrics in an ongoing effort to improve processes; improve driver knowledge & improve customer satisfaction
- complete the monthly stock check together with the accountant

❖ Executive Sales

The Company's name : Iraqna Telecom

Location : Baghdad - AL Mansour city

2004 - 2006: worked as Executive Sales

Duties and Responsibilities :

- Prepare tenders and quotations.
- Contact with customers
- Save and manage files and documents

❖ Executive Manager

2000 -2003 Activities: Worked concurrently during college as Executive Manager
Worked in the field of importing and selling auto parts .

Because I have the experience and passion for many years in this area where I work to import used and damaged cars and dismantled with new car parts .

Duties and Responsibilities :

- Ability in purchasing and selling via evolution the competitive market price and the required specifications with ideal profit
- Contact and negotiation with the importing costumer and improve trade relation with them
- I have an experience in all cars spare parts and the function of each part of cars

Additional Skills

Computer knowledge

- MS Office (Word , Excel , PowerPoint, Access, Outlook) .
- Good experience in Print-shop and other designing programs.

Language Skills

- **Arabic** : Mother Tongue, Excellent Command-Speak , Write & Read (Able to do official / letter correspondences) .
- **English** : Read , Write and Speak .

Organizational & Planning skills

- Collecting of reports and bids .
- Good organization of work .

Resolving of Problems

- Acquired negotiation and leadership skills through the contact with managers and dealing with diplomatic way to overcome facing problems for good results .
- Consistently required to use my problem solving skills in daily work and during events

People/Relationship Management

- Proven ability to build and sustain profitable relationship with both colleagues and managers .
- Trustworthy and capable of working in highly confidential environments .
- work under pressure .