

CURRICULUM VITAE

Name: Ziyad Mouayed Shafik Al Shammari

CONTACT INFORMATION:

- ❖ Permanent Residence Address : Iraq – Baghdad – Al Saydiayah City
 , Street No.:825 ,Branch: 65, Home:6
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- ❖ E-mail: ziyadm75@hotmail.com
- ❖ Gander: Male
- ❖ Place of Birth: IRAQ – Nineveh – Mosul
- ❖ Date of Bourn: 14 / 07 / 1975
- ❖ Marital status: Married
- ❖ Children: Two



EDUCATION:

From (1993) to (1997) BAC S.C. disquisitions in Operation Research - Al Mansour University College (Iraq – Baghdad) -

AWARDS & CERTIFICATES:

- ◆ English Certification in Conversation from Al Rajeh Institute (IRAQ – Baghdad) .
- ◆ Computer Programs Certification(MS Office Programs) From Al Rajeh Institute (IRAQ – Baghdad).
- ◆ A Letter of recommendations From Mrs.Zainab .S. Mohammed The Instructor
- ◆ Recommendation From Al Rajeh Foundation
- ◆ Recommendation from Hamul Al Musk Trading Company.
- ◆ IC³ Certification from B.N.R Education Organization . (USA – Atlanta) . Received in IRAQ

OBJECTIVE:

- Management (Public Relations ,Human Resource , Administrative, Financial, Commercial & Banking)
- Secretarial
- Business correspondences
- Marketing , Purchasing , Seller
- Supervisor
- Coordinator
- Trainer.

LANGUAGE SKILLS:

- ❖ Arabic : (Read, Write, Speak) Fluently
- ❖ English: (Read, write ,Speak) Very Good

COMPUTER SKILLS:

- 📖 Stranded Computing Fundamental (Software and hardware)
- 📖 Standard Key Applications (MS Office)
- 📖 Standard Living online (Internet, outlook)

SKILLS & ABILITIES:

- ❖ Performing related duties
- ❖ Work calmly and coolly to avoid the resulting mistakes
- ❖ Contributing to reports and other written material as necessary
- ❖ I accept the opinion of the interviewer and ask for advice from specialists to complete the required work.
- ❖ Team Work according to duties.
- ❖ Processing all orders and requests and communicating regularly on their status with the initial clients
- ❖ Withstand the pressures of work and job requirements and instructions
- ❖ Assist in developing, updating and tracking work plans.
- ❖ Excellent interpersonal and teamwork skills, working with different groups, partners and nationalities.

EMPLOYMENT HISTORY:

1. From (6/1997) to (6/1999) - (Warehouse Management) – (Hamul Al Musk Trading Company)
 - ✳ Received the packing list of the import quantity.
 - ✳ Received the really quantities.
 - ✳ Classifieds every good into it period by referenced records number.
 - ✳ Compared the packing list with the actual income merchandise.
 - ✳ Provide the departments concerned with the weekly report on the movement of warehouses.

2. From (7/1999) To (7/2000) - (Data Inters) – (Hamul Al Musk Trading Company)

- ✳ This function includes the introduction of imported goods data into the program logs used in the computer.
- ✳ Cooperate with the sales department in determining the movement of the stores for marketing and regularly.
- ✳ The daily movement of the goods is coordinated with the responsible manager
- ✳ Provide a weekly report and add additional explanations to support the report through the use of a diagram of the movement of stores and sales and according to the nature of the report submitted (director of the company, management, financial, marketing, customers).

3. From (8/1999) to (12/2006) - (Marketing) – (Hamul Al Musk Trading Company)

This point is divided into two phases:

- 1) A Phase before 2003, which relied on relations with some people to promote the goods as well as the individual importer of a particular product due to the difficulty of importing at the time and the lack of competitors.
- 2) A Phase Post-2003, which relied on modern means of communication, the Internet and commercial correspondence:
 - ✳ 50% of imported products were marketed using these methods (cell phone, internet and email and etc..) Increase relationships with more merchants and increase sales points and delegates
 - ✳ Care to set up a special event for the company and deliver products to the public.
 - ✳ The use of a team of specialists in the field of advertising, advertising and design to help in the promotion industry, which is considered the basis of marketing at the present time.

4. From (1/2000) to (12/2008) - (Assistant Executive Director) – (Hamul Al Musk Trading Company)

- ✳ Support development and maintenance of Executive Director's calendar and schedule.
- ✳ Coordinate event planning with Executive Director for such events as Orientation Day, Staff Appreciation, Holiday parties, and professional conferences.
- ✳ Arrange and coordinate all meetings originating from the Executive Director.
- ✳ Perform related work as assigned.
- ✳ Cooperating with the Secretariat and other departments in implementing the instructions and orders of the Executive Director.
- ✳ The success of the plans set by the Executive Director in terms of marketing, sales and other administrative matters for the benefit of the work without delay in the application of these instructions.
- ✳ And provide the required scope for the development of the company's business in consultation with the departments concerned through the holding of periodic meetings and the preparation of reports to the Executive Director for this development.
- ✳ Audit monitoring and Evaluation files to determine missing information

5. From (7/2007) To (8/2010) - (Administration , Coordinating And Observation) Al Rajeh Foundation For Culture , Educations and Human Development (NGO) With traffic, abilities with AL RAJEH NGO had well proficiently in this work.

- ✳ **With traffic, abilities with AL RAJEH - NGO - had well proficiently in this work.**
- ✳ **Develop guidelines and processes for NGO's filing system to ensure that it is in compliance with AL Rajeh regulations.**
- ✳ **Ordinate to the trainees Courses in AL Rajeh Halls or outside the Foundation.**
- ✳ **Supervisor to Trainer that give the Courses**
- ✳ **Arrange the administrations Documents to Final Reports**
- ✳ **Audit monitoring and Evaluation files to determine missing information.**

6. From (9/2017) To (3/2019) –(Marketing – Public Relation and Administrations)

- a) **Work in the marketing department in the Iraqi - British Chamber of Commerce and Industry from (14-09-2017) and until (3/6/2018) the purpose of marketing commercial agencies.**
- b) **Working in a public relations department in the Iraqi - British Chamber of Commerce and Industry from (4/07/2018) and till (28/2/2019) and the purpose of the work of public relations with the ministries concerned (foreign affairs, housing, oil, trade, etc.) and some embassies with and as required by the subject (conferences - exhibitions - services and others).**
- c) **Administrative work: This is part of my daily work. The two sections above are essential in the organization, the accuracy of writing and issuing official work desk, the relevant forms and the accounts involved, as well as the method of teamwork as a successful team.**

References:

- 1. Mr.Mouayed Al Shammari the CEO (Hamul AL Musk Trading Company
(hamul_almusk@yahoo.co.uk) – (+966 5 92588243)**
- 2. Mr.Rafea Khalied the Head of Al Rajeh Foundation, (info@alrajeh-iq) – (00962796607465)**
- 3. Dr.Sami Kashkool The General Secretary (Iraqi - British Chamber of Commerce and Industry) –
(Baghdad@i-bcci.com) – (07702987851) – (07813863138)**

