

Personal Information:

- Name: Srour Kasim Khudair
- DOB: 7th November 1995
- Nationality: Iraqi
- Marital Status: Married



Contact Information:

- Mob.:
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- Email:
srourkkh@yahoo.com
- Address: Al-Jadiriya / Baghdad / Iraq.

Education:

- B.Sc. Applied Sciences / University of Technology / 2016 - 2017

Personal Skills:

- Organizing the administrative work and following up the work progress
- Ability to develop work continuously
- General marketing and sales skills, with abilities to market study, generating and executing marketing ideas/plans, communicating with customers and closing sales deals.
- Accounting and preparation of periodically expenses/income financial reports.
- Ability to lead teams and establish team spirit.
- Time management and organizational skills
- Carrying out parallel tasks with fast and accurate achievement of assigned duties with minimum supervision.
- Office Works including data entry, generation of excel tables, management of social pages, and daily working reports.

Working Experience:

- **Iraqi Gate Residential Project – Dorchester Real Estate Agency:**
 - Period: 1 year .
 - Achieved rank 1 as sales agent, sold 64 flats, Team leader.
 - Preparation of flats selling contracts.
 - Organizing the administrative work
 - Organization of events and conferences for the work
 - Set up all client files in company database for efficient tracking.
 - Receipt of money payments and generate daily reports and communicating with company's bank and managers.

- **Smart Engineering Industries LLC:**
 - Period: 5 months
 - Operation management of company activities.
 - Calculation of company profit/expenses of projects.
 - Set up of databases: Vendors, workers, and clients.
 - Dealing with company vendors and coordinating the shipments and entry of materials to the warehouses.
 - Management of company's social media page.

Computer Skills:

- Microsoft office Programs:
 - Word.
 - Excel.
 - Power Point.
 - Outlook.

References available upon request

Accept my best regards.