



{ Curriculum vitae }

Full name: Amer Widad Mohammed Saeed .

Finally name: Al –Taha .

Place and date of birth: Iraq – Basra – 1988 .

Gender: Male.

Marital status: Married / have 2 Children

Nationality: Iraqi

Languages: -Arabic (as a mother language)
-English

Address: Iraq/Basra/Jubaila/ Near Basra Times Square Mall

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Email : amer.altaha@gmail.com.

Education:-

B.Sc of Engineering in Environmental Technology and Pollution (H.S.E) from Technical Engineering college of Basra on 2010.

Skills and Abilities :-

- Good work on the computer programs: word , excel , power point, outlook , internet and good knowledge of receiving and sending emails .
- Good in public administration for office organizing and logistics.
- Ability to work with groups or individuals.
- Ability to adapt to all conditions and for long periods.
- Ability to learn and acquire the skills and quickly.

Experience:-

Skills gained during my work in several companies and offices as described:

LC WAIKIKI Retail Company.

From May /2015 – July /2018

I worked as 1st store manager for their store in Basra times square mall.

Job Description:

- 1- Supervising and supervision to meet the needs of customers of services in accordance with the standards of the company and take all actions to remove problems and cases of non-conformity.
- 2- Supervising and supervising the conformity of the shop with the regulatory standards and taking all procedures to remove any cases of non-conformity.
- 3 - control and supervision of the incoming and outgoing to the shop and the realization of the sales plan and the emphasis on satisfaction and meet the needs of consumers.
- 4 - take all preventive measures that help the shop to reach and achieve the sales plan reviewed and limited deficit and factories unknown ... etc.
- 5 - Analysis and control of costs and control and control the budget of expenses for the workers in the shop and rationalize expenses and control payments and confirm that they are within the correct limits.
- 6 - Supervision and follow-up that all operations and work of the shop in accordance with the standards of the company and regulatory regulations and identify corrective actions and avoid violations and acts that are not in accordance with the regulations and laws.
- 7 - Control and take all procedures related to the matching of the actual inventory with the registrar in the records and take all relevant preventive measures.
- 8 - Take all preventive measures to maintain the safety and safety of life and property in the shop in accordance with the laws and instructions of the company.
- 9 - Develop plans that help coordinate the work performance among the workers in the shop.
- 10 - Ensuring the commitment of the workers in the shop provisions and regulations and motivate employees and raise the morale of workers in the shop and the level of efficiency.
- 11 - Provide the staff in the shop with the necessary training and guidance and improve their professional level and follow-up work.

Mselect agency for recruitment and staffing
From June / 2013 – February / 2015

Job Description:

- Create job descriptions.
- Lead the creation of a recruiting and interviewing plan for each open position.
- Efficiently and effectively fill open positions.
- Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation.
- Develop a pool of qualified candidates in advance of need.
- Build networks to find qualified passive candidates.
- Utilize the Internet for recruitment:
 - a- Post positions to appropriate Internet sources.
 - b- Improve the company website recruiting page to assist in recruiting.
 - c- Research new ways of using the Internet for recruitment.
 - d- Use social and professional networking sites to identify and source candidates.

Zain Iraq company / Basra call center
from July /2011 - May /2013

Job Description :

- Provide outstanding service to Zain customers.
- Assist Zain customers in all inquiries related to Zain's products & services, bill, information, service activation or de-activation.
- Handle customer complaints to the satisfaction of Zain and the customer.
- Activate services for existing and new customers.
- Open & monitor trouble tickets.
- Assess & recommend service improvement actions to Call Center Team leader.
- Provide excellent service while achieving the defined inbound targets.

**Hussien Assaf Abood company for general contracts
from May /2011 – June /2012 .**

Job Description :

- Follow-up of projects entrusted to the company and supervise all administrative and technical matters relating to those projects.
- Regulation with regard to projects of tables completion rates.

**Hadarat Al Amjad company for general contracts
from October /2010 – April / 2011**

Job Description :

- Follow-up of projects entrusted to the company and supervise all administrative and technical matters relating to those projects.
- Regulation with regard to projects of tables completion rates.

Trained through study in S.O.C. (South Oil Company)

From July / 2008 - October / 2008

From July / 2009 - October / 2009

- I trained on the use of modern methods and equipment for environmental monitoring and detection and identification of contaminants and environmental disruptions of various kinds.
- Trained to use the devices to measure air pollution and how they work.
- Trained to use the basis of safety and security in public places, and oil fields in particular.
- Trained on how to use the fire-extinguishing systems and types, especially oil fires