

Sama Qais Abdul Raheem

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Baghdad, Al-Ghazaleya

Birth 1987

Married, no children

Iraqi



PERSONAL STATEMENT & Objective

A highly motivated and experienced Administrative & logistic, currently looking for a new job to continue on my professional career after dedicating the last two years in personal work in Turkey. Excellent admin skills, thorough knowledge of all Microsoft Office programs, as well as proficiency in minute-taking and extensive experience liaising with clients and dealing with customers. Now I'm fully committed to continuing my career on a full-time basis.

KEY SKILLS

Technical Skills

- Operating Systems (O.S): Windows
- Design and Drawing Plans by AutoCAD program
- Microsoft Office: Word, Excel, Power Point
- Internet Applications

Personal Skills

- Good communication and flexibility
- Keen to learn
- Working with dedication and cooperation during different circumstances of work
- Ability to Analyze and Interpret work Problems
- Work in pressure

CERTIFICATES & MEMBERSHIPS

- Member in Iraqi Engineer Association.
- Got a certificate in HR management from Future Builders Foundation.

EDUCATION

- Baghdad University, College of Engineer
- Bachelor Degree in Civil Engineering 2008/2009.
- Al-Mutamayzat High School

EMPLOYMENT

Logistic & Operation Manager – Alshamaa Co.for shipping & clearance.

My tasks as below:

- 1-Responsible on deals with shipping lines
- 2- Responsible on shipping goods containers from port of loading till port of discharge.
- 3-Making deals with costumers to ship & clear their goods.
- 4-Checking all invoices that issued to the costumers.
- 5-Putting plans and strategies to manage the work.
- 6-Communicate with shipping lines to get all demurrages of containers.
- 7-Communicate with shippers to check all shipment details and be sure that everything suitable with the Iraqi ports regulations.

Senior Logistic officer– international for shipping & clearance.

June 2017

My tasks were:

- 1-Followed shipments form shippers until arriving the Iraqi ports.
- 2-Made daily reports about debts of the company customers.
- 3-Making sure that all shipment in Iraqi ports were loaded to be delivered to the costumers in accurate time.
- 4-Worked on special system to input all shipment data.
- 5-Booked orders to ship containers from different ports in the world to Iraqi ports.
- 6-Got the freight price form shipping lines companies.
- 7-Checked & tracked all shipments with most of shipping lines.
- 8-Got the clearance prices for the items.
- 9-Informed the costumers about all update they need it about their containers.
- 10-Made Reports about containers damages.
- 11-Responsible on checking demurrages & refund of shipment with shipping line.

Admin Officer / Facilities & Admin – Zain IQ - Baghdad

www.iq.zain.com

November 2012 till 2016

I was representative HR in Admin & Facilities Dep.

My duties were concentrated on :

- 1-attendance, Overtime, fingerprint, evaluations, leaves, &any other related objects for the office boys, workers, and gardeners in Baghdad &Provinces.

Admin Assistant / Facilities & Admin – Zain IQ - Baghdad

My tasks were :

- 1- Secretary, received, checked & prepared all the documents that needed to sign from the Head of the dep.

2- Participated in any project that demanded from our dep.

Admin Assistant / Trade Marketing – Zain IQ – Baghdad

My tasks were :

- 1- Secretary, received, checked & prepared all the documents that needed to sign from my manager
- 2- Responsible on the field forces attendance, leaves.

Call Center Agent / Customer Care – Zain IQ - Baghdad

My tasks were concentrated on :

1. Obtains client information by answering telephone calls; verifying information.
2. Informs clients by explaining procedures; answering questions; providing information.
3. Maintains and improves quality results by adhering to standards and guidelines; recommending improved procedures.

Designer & Office Manager – Liqaa Al-Mustakbal Company for Engineering Consultancy - Baghdad

My Tasks were:

- 1-Design & edit plans for the projects that was constructed by the company
- 2-prepare any papers that needed for any offer that would be submitted by the company
- 3-made daily reports about all projects progresses that built by our company.

REFERENCES

4. Zain IQ HR.Support@iq.zain.com
5. Liqaa Al-Mustakbal
6. International for shipping & clearance