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Objective:

A competitive opportunity for pursuing career that suits with my educational degree and background with the experience and capability that I have, in order to achieve organization's goals and create mutual benefits.

EDUCATION

2013 – 2017 Lebanese French University (LFU) – Erbil

Bachelor: Faculty of Economy and Administrative off Since Major: Business
Management

WORK EXPERIENCE

- 2016-2017

Women Empowerment Organization
(1st of Jun.2016-16st Sep 2017)
Logistics

Description of Duty

- Solve the employee's problems.
- Developing high quality business strategies and plans ensuring their alignment with short-term and long-term objectives
- Leading and motivating subordinates to advance employee engagement develop a high performing managerial team
- Overseeing all operations and business activities to ensure they produce the desired results and are consistent with the overall strategy and mission

United Nations Iraq (Mad in Iraq)
(1st of Mar.2016-10st Aug 2016)
Project Management Volunteer

Description of Duty

- File weekly: preparing all profit and losses
- Monitor the effectiveness of staff and what efficiency
- Motivate employees to work hard and dedication
- Submit a monthly report for a period of development of the organization and the staff
- Volunteer work and love of competition to contribute to building

- **2014**

(***Bridgestone*** Co. Iraq)
(1st of Jan.2014-10st Des 2014)
Warehouse-Management

Description of Duty

- Inventory of the contents of the store on a monthly basis
- Is responsible for the entry and delivery of materials to the customer
- Responsible for 12 store
- File weekly: preparing all profit and losses
- Code and pay vendor bills
- Reconcile bank statements
- Complete vendor credit applications
- Compute labor hours based on time
- Print monthly investment
- Distribute information to managers weekly and monthly

- **2015**

(Al Haitham *Exhibition & conferences* Organized Co.)

(1st of JAN.2015-1st JUN 2015)

(Organizer and Manager)

Description of Duty

- Organize, maintain and operate Career Center.
- Provide specialized assistance and information concerning career planning and organization entrance
- Building and organizing the concert as required
- Contracting with the customer
- Daily Review for workers
- Order approvals with the owners of the halls

- **20011-2015**

(Maintenance of computer and smart phones)

(1st of JAN.2011-1st DES 2015)

Owner

Description of Duty

- Buying and selling devices
- devices maintenance
- Fermat and install software

- **2009**

(Independent Electoral Commission)

(1st of JUN.2009-1st AUG 2009)

Employ

Description of Duty

- Make things easier for the auditors
- Control records
- Control voting halls

• Independent Electoral Commission
(1st of Mar.2007-1st Oct 2007)
Team Leader

Description of Duty

- Plan and organize work.
- Planning and follow-up role of the staff at work and monitor Made efficiency and loyalty to work
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Work confidentially with discretion.
- Communicate effectively both verbally and in writing.
- Read, interpret, apply and explain rules, regulations, policies and procedures.

SKILLS

Administration

- Organized and prioritized personal schedule
- Implemented a new reporting procedure
- Arranged meetings with senior management
- Liaised with department heads regarding day-to-day issues
- Re-organized and improved department filing system
- Successfully worked to strict deadlines

Communication

- Reported findings of annual survey to senior management
- Prepared publicity material for department Open Day
- Worked on department stand dealing with enquiries on Open Day
- Successfully mediated conflicts between staff and faculty

Managerial and Interpersonal

- Managed a team of three
- Facilitated staff planning meetings, promoting individual high level of personal achievement
- Evaluated individual work performance and advised on career development
- Developed and introduced new client-centered team approach
- Part of a team to design new office procedures

Computer

- Excellent knowledge of Microsoft Office (Word, Excel, Access).
- Outlook Express, Microsoft Outlook
- Power Point
- Commercial skills

QUALIFICATIONS

- Advanced
- Health & Safety at Work Certificate
- Driving License

Language

- Kurdish: Native Language
- English: Good
- Arabic: Fluent
- France : Beginner

TRAININGS/ SIMINARS

- **Computer training:**
Summer Course in 2009 in Salahaddin University.

- **Language Training:**

Summer Course Hiwa youth center.
Summer Course French Consulate

- **Human Resource Training:**

1st of May 2013 until 6th of May 2013 at **Lebanese French University** 6 days of training in HR about different types of system to control each payroll, attendance, salary scale, archiving, recruitment, selection, training and many other methods of HR.

- **Accounting Training:**

17th of June until 21st of June 2014 at **Lebanese French University** for 5 days of training in accounting about banking system, debit, credit, balance sheet, closing, transaction money
