

► Ghaidaq A. Mohammed

Baghdad, Iraq
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Education

Master Degree of International Relation (2011-2014)

College of Arts – University of Baghdad

Bachelor of Arts (2004-2009)

College of Arts – University of Baghdad

Employment History

Projects Manager (October 2018 – Present)

Alumex (Baghdad, Iraq)

- Daily Report on the progress of all projects.
- Following up on the materials production with the Aluminum Factory and Glass Factory.
- Coordinate the entire project installation process with the Technical Support Office.
- Prioritize manufacturing and installation for projects.

Store Manager (April 2017 – October 2018)

LC Waikiki (Baghdad, Iraq)

- Ensuring of working according to the company procedures.
- Leading a team of minimum 30 members in Zayoona Mall Store, Nakheel Mall Store and Mansour Mall Store.
- Managing all HR files of the store employees (contracts, hiring, inductions, etc.).
- Receiving shipments actually and systematically and distribute them according to the store needs.
- Training and developing of all store members from sales assistant to section managers.

- Managing all finance subjects from store sales, advance money, staff financial issues, etc.).
- Forecasting of products sales and items types according to market situation and area situation.

Field Worker (April 2016 – March 2017)

Tigris Protectors Association (Baghdad, Iraq)

- Coordinating the association's activities between Baghdad and the southern governorates.
- Arrange field visits to the lakes and dams locations to monitor and report on the environmental conditions.
- Supervising the volunteer's activism, directing and motivate them to achieve their work in the association.
- Escort the international activists of the association.
- Monitor and evaluate association's projects.

Conferences Planner (2012-2017)

University of Baghdad (Baghdad, Iraq)

- Arranging all conference logistics.
- Responsible of arranging all conference needs in the chosen venues.
- Responsible of invitations and communication.

Foreign Universities Cooperator (2014-2016)

- Doing researches and analysis reports / surveys for some Japanese and Korean Universities.
- Doing surveys for some American and German Universities.

Store Manager (March 2010 – December 2011)

Italian Restaurant (Baghdad, Iraq)

- Restaurant Lounge Manager.
- Ensuring of a perfect delivery of goods according to exact deadline time.
- Managing the financial subjects of the store.

Freelance Photographer (Since 2010)

- Expert in Adobe Photoshop and Lightroom.
- Photo editor.

Skills

- Reading, Writing and Fluently speaking both English and Arabic.
- Expert in all Microsoft Office programs.
- Reporting both in English and Arabic.

- Managing all Social Media Sites.
- A good team player.
- Trustworthy, can work under stress, and enthusiastic person.
- High communication skills.

Training Courses

- Situational leadership training in Istanbul, Turkey, 2018 (certificate is provided).
- Success through people: Teamwork, Baghdad 2018 (certificate is provided)
- Management training in Baghdad 2017.
- Fundamental of situational leadership course, Baghdad 2017.
- Visual Merchandiser Floor sets in Baghdad Mall and Mansour Mall (2017 and 2018).

Voluntary Work

- Head of Photography team and logistician at Iraqi Social Forum.
 - Photographer at Iraqi Builders.
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