



# Khadir Jassim

*Store Secretary*

## PROFILE

My name is Khadir,  
born in 1995 in Baghdad.  
I graduated in 2018-2019.  
I worked in many fields  
and jobs and occupied the  
most important job  
positions.

I also worked well in  
**Al Bayan Accounting**

## CONTACT

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🏠 Baghdad

## HOBBIES



Travel



Reading



Music



Writing

## EDUCATION

**Al-mamoon University** • Law  
2014-2018

## EXPERIENCE

**MT Logistic Company**  
2015-2016

- Enter data of customers , coustomers and delegates
- Checking requests inside the store and updating them periodically
- Daily follow-up with delegates and updating of data on details

**Ozone Pharmaceuticals  
Store**  
2016-2017

- Receipt of purchases from suppliers
- Good product inspection
- Storing products correctly in their correct places
- Arrange products in a correct manner in terms of their validity and in terms of the way they are disbursed
- Dispose of the old stock first and then arrange the quantities of low exchange

**Petro Logistic  
Company**

- Data entry
- Customer service

## SKILLS

Word   
Excel   
Outlook 

Power point   
English 