

Omar Rafie Abed



	Profile	
--	---------	--

I am a Admin Assistant with 3 years of work experience in Human Resources. I am looking for a position where I can use my skills to their full potential.



	Contact	
--	---------	--

H.19, St.06, Sec.635
Baghdad
Iraq
+964 7715818640
amooory.ra92@yahoo.com



	Skills	
--	--------	--

- MS Office.
- SAP System.



	Work Experience	
	Admin Assistant&Fleet Engineer (HR Department) Coca Cola Iraq (Al Waha Company)	Apr 2015 - Mar 2018
<p>Here is a brief description of what I did for Coca Cola Iraq (Al Waha) Company with some of my key responsibilities.</p> <ul style="list-style-type: none"> • Responsible for schedule and coordinate meetings, appointments and travel arrangements for managers or supervisors. • Responsible for maintain electronic and hard copy filing system. • Responsible for prepare agendas for meetings and prepare schedules. • Responsible for retrieve documents from filing system. • Responsible for create PR in SAP system. • Responsible for preparing all coca – cola engagment for baghdad location quarterly and yearly. • Responsible for preparing admin documentation (outgoing and incoming and Archive). • Responsible for preparing booking flights, hotel reservation, transportation for Co. comers & archive these information. • Responsible for checking & delivering all kind of offers when requested from HR department or other department. • Responsible for the fleet of the company cars. • Following the car maintenance by managing 4 cars maintenance workshops. • Following and reporting The GPS system. • Following accidents and safety issues. • Following spare parts costs. 		

Data Entry (Sales Department). Coca Cola Iraq (Al Waha Company)	Jan 2015 - Apr 2015
<p>Here is a brief description of what I did for Coca Cola Iraq (Al Waha) Company with some of my key responsibilities.</p> <ul style="list-style-type: none"> • Working for three months for Data Entry for (EOS) Project. 	

Working In registering the foreign Companies & Pre-seller. Ibn Al Haitham Company	Jan 2013 - Dec 2015
<p>Here is a brief description of what I did for Ibn Al Haitham Company with some of my key responsibilities.</p> <ul style="list-style-type: none"> • Working In registering the foreign Companies in Ministry of Health. • Working as a Pre-seller in medical drugs. 	

		Education	
	BSc Computer Tech. Dijla University College		2012 - 2013
		Courses	
	I've joined several courses during my career regarding SOB and MOB.		
		Key Skills	
	<ul style="list-style-type: none"> • Understanding the importance of working safely in hazardous environments. • Team player, able to lead the employee to achieve the entity goals. • Works constructively and effectively in complex situations under pressure. • Learns from experience and makes appropriate changes in behavior. • Ensures end to end accountability to all tasks undertaken. 		
		Languages	
	<ul style="list-style-type: none"> • Arabic, good speaking, reading and writing (Native language). • English, good speaking, reading, and writing. 		
		Competencies	
	<ul style="list-style-type: none"> • Shares expertise and experience with others. • Build support for own ideas through building personal relationships. • Responds resourcefully to multiple demands, shifting priorities when needed. • Communicates and presents complex concepts clearly, precisely, and concisely to keep it simple. • Investigates, collects, searches information to find appropriate methodology to troubleshooting, following up to ensure that the problem remains solved. • Uses sound judgment and analysis to reach safe decisions that make commercial sense. • Able to make critical business decisions in a timely manner. • Takes responsibility for own and shared decisions. • Facilitating the definition of project scope, goals and deliverables. • Present reports defining project progress, problems and solution. • Implement and manage project changes and interventions to achieve project goals. 		