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# Ahmed Adnan Mahmood

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Address: - Iraq, Baghdad.

Nationality: - Iraqi

Marital Status: - Single

Gender: - Male

Date of Birth: - 5 July 1988

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## PERSONAL SUMMARY

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A highly competent, motivated and enthusiastic Communication Engineer with experience of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems.

Currently looking for a suitable position with a reputable and ambitious company.

## EDUCATION

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- **B.Sc. In Communications Engineering** September 2011 – July 2015  
Al-Mamoon University, Baghdad, Iraq
- **Baccalaureate Certificate in Scientific Section** September 2003 – July 2011

## SKILLS

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- General networking support, installation, configuration and maintenance (LAN, WAN, VPN).
- Knowledge MS office skills (Word, Excel, Outlook and Power point).
- I Have Expert Skills in Computers including (Installing, Connecting Devices and Formatting).
- I Have knowledge in Windows OS (Server 2012, XP, Vista, 7 & 8).
- Expertise in installing and troubleshooting telecommunication equipment.
- Self-motivated, proactive & hardworking.
- Fully aware of all Health & safety legislation relating to office work.
- High ability to work under pressure and take the lead at work.

## LANGUAGES

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- **Arabic (Mother Tongue).**
- **English (Fluent).**
- **Turkish (B1 Certificated / Sakarya University)**

## ***Employment History***

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### ■ **PAE Company (warehouse inventory)**

**October 2016 – June 2017**

#### Warehouse Inventory

- Review and apply inventory activities, including movements and deletions.
- Maintain and update inventory records.
- Develop and implement efficient inventory management procedures.
- Report any stock issues to management and place product orders as necessary.
- Prepare a list of depleted products and a survey of unusable products.
- Process international shipping documents.
- General administration duties, photocopying, filing etc.

### ■ **World Gate company for tourism**

**June 2015 – July 2016**

#### Reservation Employer

- Answering the telephone, either for ticket sales, or for general inquiries.
- Assist in the daily operations of the Ticket Office including mailings, filing and other duties as assigned.
- Data entry onto internal systems.
- Communicate effectively with fellow co-workers and guests.
- Accept cash and give change with accuracy and efficiency.
- Determines whether space is available on travel dates requested by customer.

### ■ **Baghdad International Airport - Baghdad, Iraq**

**July 2013 – December 2013**

#### Communication Engineer

- Managing network; e.g. Servers, Network software / hardware and Internet system.
- Maintain computers (Laptop & Desktop), scanners.
- I have course in CISCO (CCNA routing and switching).
- General administration duties, photocopying, filing etc.
- Data entry onto internal systems.
- Operating a computer system and switchboard.