



## Ahmed Al Hamami

Purchasing and Marketing  
Manager

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📍 Iraq- Baghdad- Karrada\ Jadriya

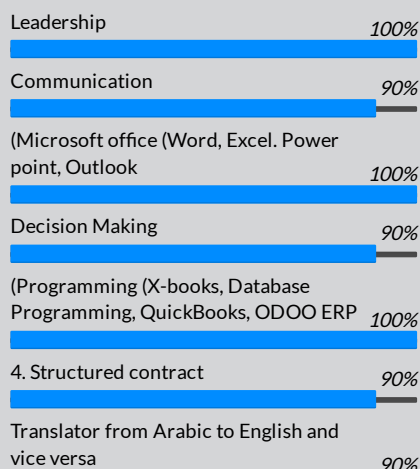
🌐 Iraqi

📅 28/03/1974

👤 Married

🌐 ahmed alhamami

### PERSONAL SKILLS



### LANGUAGES



English	★★★★★
Arabic	★★★★★

### MOST PROUD OF



#### Withstand pressure the work days

I have Experience to withstand pressure in the day work and to solve the problems smooth

#### Planning

I have the skills to Analyzing Issues, Decision Making, Project Management,

## SUMMARY

I graduated from Al Mansour University College, Department of Computer Science (Software Engineering) in 1998 and after that I started working in my own business of computers and software trading since I had my own office.

And after that, I went to work in private companies, work in the field of sales - the field of procurement - contracts and logistic over a period more than 25 years and gained great experience in the local market and in dealing with others during the sale and purchase

I worked as a manager of several departments for a long time, which gained me great experience in managing employees and ways to deal with them in addition to ways to deal with the rest of the departments and find a solution to the problems and speed of intuition in dealing with work pressures and problems facing me

I have developed myself by enrolling in a lot of courses that have given me quite a few good work experiences

I still aspire to enroll in more courses to gain more experience and reach higher positions as my ambitions are still in their professional beginnings.

I will do my best, my time and my experience in the company that I work for in order to achieve the desired goals and complete the work in the least time and improve it

## WORK EXPERIENCE



### Procurement and Logistics Manager

Jan 2020 - Feb 2020

Nasim Al Warth Co. Trading Consultant & Investment Industrial

📍 Iraq - Baghdad

The manager of the Procurement and Logistics Department and his position are responsible for the following:

A- Responsible for preparing purchase orders, as follows:

1- Internal purchases:

I am the team leader for four employees in the procurement team:

- 1- Follow up and Checking the local market variables.
- 2- Follow up the Procurement employee for the Procurement.
- 3- Checking the procurement program system in the computer.
- 4- Follow up the Procurement from the start to finish.
- 5- Follow up the local marketing price and making the reports for it.
- 6- Checking and secure access the company needs.
- 7- Making a weekly report and monthly report and yearly report for the procurement.
- 8- Making monthly meeting with the procurement team.
- 9- Making yearly evaluation for the procurement team and for the procurement.
- 10- Making and sending the monthly tenders to the equipped.
- 11- Looking and checking the new equipped in the local marketing.
- 12- Supply the request to the W.H Company in Baghdad or other please in Iraq.
- 13- Contact with the international supplier for shipping the request to Iraq.

2- External purchases:

A- To start with the sermon of international companies to obtain quotations for the materials to be supplied and according to the purchase requests received

B- Conducting negotiations on prices, processing period, quality, guarantee, and others

C- To make a comparison of the received quotations and to choose the supplier according to the comparison

D- Contacting shipping or air transport companies according to need, time and material and obtaining quotations.

E- Carry out a trade-off between transportation companies and choose the best one

There are two cases for paying the bill amount, as follows:

1- In the event that the payment is in cash:

After agreeing on the payment methods with the equipped company, payment is made through the transfer from the banking companies approved by both parties or banks, where the payment of the amounts is identical to the payment methods and ensuring the receipt of the transfers by means of correspondence and contact

2- In the event that the payment is made by opening a bank credit:

- The bank is visited and filled in to open the accreditation form, matches all the paragraphs, and makes communications and mail correspondence for the purpose of verifying their issuance and reaching the equipped company

Be sure of the starting shipment, the period of receipt of the materials, their arrival and entry into the company's warehouses, the received numbers and their conformity with the required numbers.

H- Agreement shall be made with the port for the purpose of clearing the goods, paying customs and all dues

## Strategic Planning



### Team Work

I have the expectorant to lead the team more than 30 employee and to cross to the success and Collaboration, Delegation, Goal Setting, Group Leadership

## CONTRACT, PURCHASING, LOGISTICS AND MARKETING



## HOBBIES



swimming



Learning to get more skills

I- Ensure that all documents related to shipment are received  
J- Ensure that the payment of accreditation dues is completed on time and completed, and that the file related to preparation is closed  
K- The supplied companies are addressed in case of any error in the supply in terms of quality or quantity  
B - Director of the risk department of the company and following up the implementation of all procedures required by ISO  
Director of the company's Odoo program, responsible for his work, following up his entries by all departments of the company and following up on maintenance or correcting errors if they are present  
D- Follow up the work of the company's sales department in terms of entering invoices into the company's approved program and in terms of preparation and types of materials sold and their conformity with the stores  
Responsible for following up the company's sales in Baghdad and the provinces, providing the sales report, and scheduling and studying

### Purchasing Manager

Aug 2018 - Jul 2019

Al-Rowad Cable Company

📍 Iraq - Baghdad

1- I am the Purchasing Manager for procurement Department:

1- Follow up and checking the local market variables.

2- Follow up the Procurement from the start to finish.

3- Follow up the local marketing price and making the reports for it.

4- Checking and secure access the company needs.

5- Making a weekly report and monthly report and yearly report for the procurement.

6- Looking and checking the new equipped in the local marketing.

7- Supply the request to the W.H Company in Baghdad or other please in Iraq.

8- Contact with the international supplier for shipping the request to Iraq.

9- Issuing task order and modification for Contract.

10- Closeout completed contracts.

11- Create a Contract in the System, Task Orders, Modifications & Closeout the Contracts

12- Create the Archiving Excel Spreadsheet in the P-drive.

13- Translate Contracts from Arabic to English and vice versa.

2- Database administrator (Oracle program for the Purchasing)

Checking and follow up the Oracle program for the procurement everyday and making a report every week.

### Procurement and Logistics (supply chain) Acting team leader II

Sep 2012 - Sep 2018

Asiacell telecom company

📍 Iraq - Baghdad

I am the team leader for four employee in the procurement team:

1- Follow up and Checking the local market variables.

2- Follow up the Procurement employee for the Procurement.

3- Checking the procurement program system in the computer.

4- Follow up the Procurement from the start to finish.

5- Follow up the local marketing price and making the reports for it.

6- Checking and secure access the company needs.

7- Making a weekly report and monthly report and yearly report for the procurement.

8- Making monthly meeting with the procurement team.

9- Making yearly evaluation for the procurement team and for the procurement.

10- Making and sending the monthly tenders to the equipped.

11- Looking and checking the new equipped in the local marketing.

12- Supply the request to the W.H Company in Baghdad or other please in Iraq.

13- Contact with the international supplier for shipping the request to Iraq.

14- The committee logistic manager.

2- Database administrator (Oracle program for the procurement)

Checking and follow up the Oracle program for the procurement everyday and making a report every week.

### Sales Section

Mar 2012 - Sep 2012

Earthlink Company

📍 Iraq - Baghdad

1- Follow up the contract between the company and the telecom ministry.

2- checking all the new orders to equipment it.

3- making the report for the finishing orders.

4- Checking the local Marketing needs.

5- Checking our sales in the local marketing

6- Make a for studying our sale in the local marketing to find a new way for sale more items

7- Make more advertisement for our products

### Contractor Specialist VII

Sep 2007 - Nov 2011

Centcom Contracting Command (C3)

📍 Iraq - Baghdad

- I am one of specialist employee in operation branch in:

A- Issuing task order and modification for Contract.  
 B- Closeout completed contracts.  
 C- Work closely with the C3 Military, DoD Civilian and CACI personnel.  
 D-Create a Contract in the (C3)System, Task Orders, Modifications & Closeout the Contracts  
 F-Create the Archiving Excel Spreadsheet in the P-drive.  
 G-Translate Contracts from Arabic to English and vice versa.

2- Database administrator [Centcom Contingency Contracting System (c3, ACTT, NG, the new JCCS Client v3.4, the E-mail is (iraq.centcom.mil)

1. Under direct oversight and supervision of the Senior Contract specialist coordinate (i) cost, (ii) schedule, (iii) performance, and (iv) payment status.
2. Provide technical assistance as necessary to execute a range of procurement actions and purchase orders and modifications thereto.
3. Provide contract administration duties including documentation and recommendation to the Contracting Officer, including required approvals, modification and audit recommendations.
4. Process timely de-obligation of excess funds in the purchase orders and contracts and prepare them for close-out.
5. Maintains official files for all contracts and purchase orders.
6. Increasing level of responsibility as determined by supervisor.
7. Received two Coins from the Admiral and two Certificate of Merit for my good work.
8. received a Coin from the Chief and Certificate of Merit of TWR staff for my good work
9. Get 4 Certificate of Merit from Versar Company.
10. Successfully Completed four DAU Courses.
11. Finish training for PD2 program.

3- Database administrator [Joint Contingency Contracting System (PD2, the E-mail is (iraq.centcom.mil). Work with C3 in Phoenix base and Union III

1. Start with PR&C to issue a word contract by issued a RFQ and sending to the venders and resave the quote from the venders to check who get the contract.
  2. Use GSA website to find the items equipment and the venders.
  3. Issued the award contract and modifications in PD2 program and .
  4. Work appoint of contact between the customer and the vender until a get invoice and DD250 to finish the contract.
- 4-I am responsible for gathering equipment specifications, collecting vendor estimates. I conduct market research online and in the local vendor area for product availability, prices, and delivery timelines. I review and evaluate quotations that are submitted for best offer. I ensure the contracts are awarded to responsible contractors only. I prepare and document acquisition case files completely and in accordance with Agency regulations. I tract delivery timelines to prevent or minimize risk of shipment delays. I review vendor invoices and customer DD250s for accuracy. I maintain contract case files until contract closeout and staging.

### Accountant and Sales mangier

Jan 2007 - Sep 2007

Al Hassan Company for Commercial Agencies

📍 Iraq - Baghdad

Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards. Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice. Survey operations to ascertain accounting needs and to recommend, develop, and maintain solutions to business and financial problems.  
 Making a study for sailing the electric items and cars spare part items and mangier for the sallies employee.

### Accounting technician and Sales

Oct 2004 - Jan 2007

Al Hamra'a Group (Al-Hamra'a Insurance Company , Al- Warred Company for general trading , Al Mathalia.for Dairy product and Fairtrade LLC).

📍 Iraq - Baghdad

1. Assisted with the preparation of accounts;
2. Received and settling invoices;
3. Dialed with basic book keeping;
4. Audited external and internal work;
5. Sales the food items like milk making and

## EDUCATION



### Computer Sciences B Sc (Software Engineering).

Sep 1994 - Jul 1998

Al-Monsour University College

📍 Iraq - Baghdad

Main course of study & Degree: Computer Sciences B Sc (Software Engineering).

## COURSES



## English language

Jul 1995

. Al-Mustansiriya University College of Arts Language Centre

## Contracting Overview

2009

Defense Acquisition University (DAU) COURSE

## Mission Support Planning

2009

Defense Acquisition University (DAU) COURSE

## Organizational Conflicts Of Interest

2009

(Defense Acquisition University (DAU

## Shaping Smart Business Arrangements

2009

(Defense Acquisition University (DAU

## English courses

2010

(Al-Rajih Institute ( for foreign language & Translation)

## Time and Stress Management , Teamwork and Team Building

2014

B- business course

## (Project Management professional (PMP

2020

Mastery Academy Training & Development

## Time and priorities Management Skills Workshop

2020

Gyso Global Youth and Sustainability Organisation

## Project Manager Soft Skills Course

2020

Gyso Global youth and Sustainability Organisation

## Project Management Professional Principles Online Course

2020

Gyso Global youth and Sustainability Organisation

## MY TIME



Working (50%)

Family (40%)

Relaxing (10%)

Custom (0%)

