**Personal Details**

**Name** : Mohamed Abdull khaliq

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| **Date of birth** : 5 july 1991  **Nationality** : Iraqi  **Gender** : Male  **Languages** : Arabic (mother long) |  |

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| **Mobile** :07704271863 |

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| **E-Mail** :- [mohamed.sattar9175@gmail.com](mailto:mohamed.sattar9175@gmail.com) |

**Education**:

Bachelor Faculty of Agriculture, University of Baghdad Department of Animal Wealth (2014-2015)

**Training courses:**

* certificate of training from Microsoft License International Computer
* Reporter, And presenter of TV and radio programs in Baghdad Center for

Media

**Work Experience:**

1. ***Data entry in Korek telecom year 2013***

* Data processing & archiving

1. ***( sept. 2013) Data entry in north pole company (main dealer in Korek Telecom)***

* Data entry ( customers data)
* Archiving of contracts and modified
* Package & Send contracts to (**Korek Telecom)**

***call center in north pole company***

* Follow up with sales representative
* receive calls from point of sales
* Send daily reports to sales team

***Sales Representative in north pole company***

* Distribute the lines to point of sale
* Coordination with POS sale & provide them with scratch card
* Increase sales by dealing with new points of sale
* Send weekly report to sales manager

***3.(April.2017) marketing in visual Dimenison (advertising . printing and artistic production)***

* ***Increase dealing with companies***

***4.(jan.2018) Mas Market in Iraq cell Telecom***

* ***Follow-up sales offices. And solve the problems they have***

***5.(may2018) Al - Rawqq Travel & Tourism Company***

* ***Cutting tickets***
* ***Tourist group***
* ***Work on the system Iraqi and fly Baghdad and others***

***6.(Agu 2018) Marketing in Shopini Marketing Compan***

* ***Increase dealing with companies***

**Computer skills**

 Internet (E-mail, search).

Using printer, scanner, copy machine and others.

 Microsoft Office (Word, Excel, Outlook).

**Strengths**

* Qualified person with good experience

Good contact with clients and authorities

Problem solving.

Hardworking and able to work under pressure.

Able to learn everything quickly.

Good time management.

Ability to work on own and as part of a team, able to affectively coordinate personal in multiple functions.

Flexibility and willingness to do an assortment of tasks without questions

Every detail oriented and organized

Excellent interpersonal skills, bottom line, results oriented professional