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| Personal information | | | | |
| Name | Mustafa F. Mahdy | | | |
| Birth Date | 9/5/1987 | | | |
| Nationality | Iraqi | | | |
| Marital Status | Married | | | |
| Contact Information | | | | |
| Mobile Phone | 009647506217121 | | | |
| Email Address | [soofyeng@hotmail.com](mailto:soofyeng@hotmail.com) | | | |
| Address | Iraq/Baghdad/alkarkh2 | | | |
| Career Objective | | | | |
| job title | **Engineer** | | | |
| Certifications | | | | |
| University | | **Degree – Major** | **Completion Date** | |
| Engineering Collage | | Bachelor of Engineering | 2012 | |
| Training Certifications | | | | |
| Institution | **Specialty** | | | **Completion Date** |
| Technique | Hard & soft of mobiles | | | 2005 |
| Dijlah university collage | Hard & soft of computers | | | 2010 |
| Engineering Technical College | Networks communications | | | 2011 |
| Languages | | | | |
| Language | | **Skill Level** | | |
| Arabic | | Professional “native” | | |
| English | | High | | |
| Turkish | | Low | | |

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| Professional Experience | | |
| Company | **Position** | **Date** |
| Matajir Group  (RED TAG) | **Store Manager**  • responsible and directing and implementing everything  inside the store such as:  **Warehouses, store maintenance, merchandise, sales, marketing, advertising, promotions, repricing , visual merchandising, employees, salesmen, cashiers, security, housekeepers, services, etc**…  • support and implement the policies of the top management.  • Work towards achieving, the sales target fixed by the management.  • establish and implement innovative and new ideas with the concurrence of the line manager.  • Safe custody and optimum utilization of the entire fixed as well as the moving assets of the shop.  • Report back to the top management for prompt action, anything worth reporting.  • keep the shop in pleasant shape at all time.  • keep the shop clean and hygiene.  • implementing the work is done in the prescribed manner in the least possible time and that is of the best quality.  • deal with the work problems as well as organize/  Delegate the work.  • ensure the best methods are used for efficient and expeditious disposal of the work delegated.  • ensure proper control over the inventory.  • Responsibility to control expenses.  • Connecting link between the top management and the subordinate staff.  • Monthly Staff Review  • train and supervise the subordinates and the new staff.  • ensure proper delegation of normal and routine duties.  • Receiving and dispatching the goods.  • Office work. | **From 8/2018**  **To**  **2/2019** |

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| Professional Experience | | |
| Company | **Position** | **Date** |
| MaxiMall Cosmetics  “4 branches”    Cosmeticca company | **E-Commerce Coordinator manager**  - Creation, Promotion & advertising of our campaigns via social media platforms in order to sale the products.  - Tracks all orders placed via online and phone.  - Manage our team.  - Coordination & managing our stores.  - Handles any customer inquiries and resolves service issues.  - Maintain close contact with customers and product providers  - Answering customer emails, phone calls, viber, whatsup, messages, comments.  - Daily administrative tasks.  - Coordination &managing our drivers in all Iraq provinces.  - Coordination with delivery companies.  - Coordination with advertising companies.  - Manage all financial operations of the orders.  - Manage all financial transactions related to expenses and salaries.  - Manage all social media platforms.  - Following all competitors in markets | **secondary work**  **For 3**  **Months** |
| AYSYITRID.COM  Turkish company  “online shopping”    Cosmeticca company | **E-Commerce Coordinator manager**  - Manage more than 50,000 products from various international luxury & originals brands, different fields, varieties, types and sections.  **Such as:- Clothing, Cosmetics, perfumes, electric devices, mobiles & tablets, computers, toys, baby care, home stuff, kitchen stuff, rare stuff, gifts, flowers, mobiles & pc accessories, furniture, decorative stuff, and more of products**.  - Creation, Promotion & advertising of our campaigns via social media platforms in order to sale the products.  - Tracks all orders placed via online and phone.  - Manage our warehouse inside Iraq& outside Iraq.  - Manage our team inside Iraq &outside Iraq.  - Coordination & managing our stores, warehouse and product suppliers.  - Takes orders via phone.  - Handles any customer inquiries and resolves service issues.  - Maintain close contact with customers and product providers  - Answering customer emails and phone calls  - Daily administrative tasks.  - Coordination &managing our drivers in all Iraq provinces.  - Coordination with delivery companies.  - Coordination with advertising companies.  - Manage all financial operations of the company and customers  - Manage all financial transactions related to expenses and salaries.  - Manage the website system & mobile app.  - Manage all social media platforms.  - Following all competitors in markets.  - Following all suppliers to find new items.  - Trying to find new dealers. | **From**  **1/9/2017**  **To**  **1/3/2018** |
| Professional Experience | | |
| Company | **Position** | **Date** |
| AYSYITRID.COM  Turkish company  “online shopping” | **E-Commerce Specialist**  - Create, enhance, edit, and verify product listings - Perform site audits by cross-referencing data in MS Excel. - Coordination with our stores, warehouse and product suppliers. - Update products, product prices, descriptions, and photos. - Ensure images and product information is accurate and match actual inventory. - Research competitors and do market analysis to help maintain competitive market pricing. - Upload product information, verify, add, and correct the accuracy of product data. - Help to process orders, - Takes orders via phone. - Handles any customer inquire. - Answering customer emails and phone calls - Daily administrative tasks.  - social media management. | **From end of 2016**  **to**  **31/8/2017** |
| Turkish Asa Company electromechanical  www.asaproje.com | **Electromechanical site engineer**  - Responsible "HVAC"&"PLUMBING "systems and low current system.  - Office work  - Contact with resident engineer dept.& consulting engineer dept.  - Contact with General Authority for Buildings.  - Responsible for local procurement.  - Contact with international companies supplied to the project.  - Doing shop drawing to design of project.  - receiving the materials from outside of Iraq and arranging the storing operation in our warehouse  - And more of duties.  -Project location/ **ministry of planning.** | **2 YEARS**  **2015**  **2016** |
| Turkish Company  www.tefirom.com.tr/ar/ | **Site Engineer**  - implementing the cctv system inside the prject.  - Doing shop drawing to design of project.  - Office work  - leading the Turkish team & Iraq team.  - And more of duties.  -Project location/ **sulaimaniah** | **2016** |
| OWN BUSINESS | | **10 YEARS**  **2005 - 2014** |
| Electronics shope  Clothing shope  Mobile shope | **My own business**  Managing, directing and implementing all activities with my partners in order to running these three shops. | **5 YEARS**  2010 to 2014 |
| Iraq company for electronic devices&phones | **MANAGER ASSISTANT “partner”**  selling, accounting, purchases ,  inventory as needed, Mobile maintenance, and other matters  Relating to the management of companies. | **3 YEARS**  2007  2008  2009 |
| Iraquna mobile shop | **Mobile phone maintenance specialist**  Mobile maintenance, selling, accounting, purchases and other matters Relating to the management of shop. | **2 YEARS**  2005  2006 |

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| SKILLS | |
| Skill | **Skill Level** |
| computer maintenance | Professional |
| hardware of electronics | Professional |
| Accounting | Professional |
| mobile maintenance | Professional |
| Sales | Professional |
| Shopping | Professional |
| Marketing | Professional |
| Trading | Professional |
| Management | Professional |
| Programming | high level |
| Web Designer | high level |
| trouble shooting networks | high level |
| Microsoft office | high level |
| AutoCAD | high level |
| Information technology(IT) | high level |
| Format | high level |
| Install operating system | high level |
| Social communication | high level |
| E-mail | high level |
| Webs | high level |
| Internet | high level |
| Driving | high level |
| Telephone skills | high level |
| Photoshop | Mid level |
| Video editing | Mid level |
| CCTV | Mid level |
| Learning | high level |
| Supervising | high level |