**Waadallah Faeq Mheebes**

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**CAREER EXPERIENCE**

Jan 2017 – PRESENT

Korek telecom communication

Commercial department

I have been working in Mass market as coordinator, my duties and responsibilities were:

* Coordinator between our sales of point and government department that’s distributed in Basra
* Preparing Road map plan
* Preparing daily and weekly visits
* Preparing time out management by professional system make it for this purpose
* Work as part of team and support team in Basra region and solved any problem may face any one of us.
* Informed all sales of point or party of government about new of campaign launched and explained to them.
* Collect and awareness about all information that related with our competitors about their new offers or price of SIM card or card.

Oct 2014 – Jan 2017

**Al –Athad Safegurding Co**

Operation Administrativ

Our clients were Drake and Sajam (Italian companies)

My duties and responsibilities were:

* Manage and organize with our fixer about our client to prepper enter to Basra city.
* Contact with our Clint by email or call to solve any problems may be facing them.
* Contact with our office in Basra to preparing the permit of SOC and insure all the staff name and information it’s correctly.
* Translation between Iraqi and foreign people
* Preparing and all documents in keep them saved,

Jun 2014 – Oct 2014

**OilServ Energy &Oil**

[Supply chain coordinator](https://www.linkedin.com/vsearch/p?title=Supply+chain+coordinator&trk=prof-exp-title" \o "Find others with this title)

I worked as procurement coordinator and purchaser my responsibilities and duties were:

- Manage and arrange all purchase request

- Preparing purchase request by the professional system design for this purpose

- Make contact with our supplying clients through send email or by call them

- Checking and studying all offers which I have get it and choose best one of them offers and quotations should Mach with rules of company

- Preparing payment order by professional system design for these duties although checking with our account manager

- Take care and ensure all documents are in place for future checking propose

- Data entry archiving and translating

- Preparing offers and quotations for order requests or tender

Apr- 2012 – Jun 2014

**ENKA CONSTRUCTION**

Procurement and logistics administration

I worked in procurement and logistic department/Basra office and my responsibilities as following:

* Manage all logistics relating to supplying clients.
* Serve as Focal Point for inquiries regarding our services.
* Maintain good relationships with clients throughout the process by understanding their expectations and providing timely feedback.
* Preparing offers and quotations for requests or tenders.
* Data entry, archiving, translating
* Audit the materials sent to the site.
* Prepare delivery orders and enter to our system professional.
* Prepare payment order (PRF- SSP)
* Ensure all documents are in place (for future reference and auditing purposes)
* Perform additional tasks as required

Jan 2012 – Apr 2012

**Zain Telecommunication**

Customer Care Agent

My work was in Call center department, I worked in evening shift and I was receiving minimum 150 calls per day.

My duties were: answering inquires, solve problems, and activate/deactivate services and others by using special computer system and applications designed for this purpose.

Feb 2011 – Aug 2011

**IWG (Innovation Windows Group)**

Project coordinator

I worked in a construction project in WQ1 field and the client was ExxonMobil.

My responsibilities were as following:

* Insure HSE measures are applied all the time.
* Focal point between the company and client (ExxonMobil)
* Preparing daily, weekly and monthly reports about the work progress. .
* Reporting any update considering the project to our client.
* Data entry, archiving, translating.

AUG-2011-DEC-2011

**Fayhaa precast**

Sales representative

* Gathering information (price & type) about competitors’ products in the market and put up reports in excel sheet and send them to the team leader.
* Using marketing methods to improve the business and relations with other companies.
* Awareness for campaigns/people about sales point, dealers for any new products.
* Focal point for any problems may facing clients and teach how can be solved.

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**EDUCATION**

B.A. in Translation from collage of arts/University of Basra. 2010 – 2011

**QUALIFICATION & SKILLS**

1. Good knowledge and experience in marketing and administrative.
2. Having experience in of budget management and procurement.
3. An ability working as part of team.
4. An ability of dealing with problems and can solved it.
5. An ability working under stress.
6. An ability of traveling and staying whenever it's necessary.
7. I have get certificate from leading point and cooperation with shell in the field procurement management skills

Computer Skills:

1. Microsoft office (word & excel)
2. Adobe Photoshop.
3. Formatting and programs.
4. Networks & internet.
5. Good Experience in Wireless Internet system

Language Skills:

Arabic (mother language)

English. Fluent writing and spoken (Education language)

**PERSONAL INFORMATION**

**1-Date & Place of Birth:** 1/12/1988

**2-Gender:** Male

**3-Nationality:** Iraqi

**4-Marital State:** Married

**5-Recent address:** Iraq-Basra

**6-Phone No.:** 00964 77090 88051 - 00964 7507702807

**7-Email:** - [**waadfaeq@gmail.com**](mailto:waadfaeq@gmail.com)