

# Saifuldden Kareem

Manager / Engineer



## Personal details

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## Skills

- Adaptability
- Leadership
- Teamwork
- Conflict management
- Strategic thinking
- Time management
- Negotiation & Communication
- Interpersonal skills

## Education

**Control & Systems Engineering**  
University of Technology, Baghdad

Nov 2011 - Aug 2015

## Employment

### Field Engineer

Feb 2016 - Dec 2016

Smart Engineering Co. LTD, Baghdad

- studying all of the client's manufacturing requirements
- designing the components of the H beam and steel structure by AUTOCAD to be manufactured
- Calibrating the sequences of the 3 axis CNC machine operations for an accurate output
- Create a Cutting path using G-Code to shape the Steel profile for the steel structure
- Following and checking the Pneumatic components pumps, valves and air compressor to get the desired results
- QC reporting the welding process
- checking the construction in site

### Branch manager

Dec 2016 - Oct 2018

DeFacto, Erbil

- Develop business strategies to raise our customers' pool, expand store traffic and optimize profitability
- Delivering excellent service to ensure high levels of customer satisfaction.
- Motivate the sales team to meet sales objectives by training and mentoring staff by a weekly Meeting to set the objectives and topics for the next week and reviewing the data of the last week
- Create business strategies to attract new customers, expand store traffic, and enhance profitability.
- Hire, train, and oversee new staff
- Respond to customer complaints and concerns in a professional manner
- Develop and arrange promotional material and in-store displays
- Prepare detailed reports on buying trends, customer requirements, and profits
- Undertake store administration duties such as managing store budgets and updating financial records.
- Monitor inventory levels and order new items, dealing with staff needs and training, checking each details carefully to deliver the best results in every section of the store
- Following weekly Visual merchandising schedule to ensure offering the best products at the right time and the right season in the right place at the store
- Working on DFO online ERP online system and DFstore private software to manage all the daily and weekly reports and sales analysis, stocking, products ID cards, IT maintenance tickets.
- managing the main sections of the job Inventory, Working Schedule, HR leaving forms and duration, financial entries and expenses, products annual transfer and many more duties.
- Maintains operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures with sections managers.

### Procurement Manager

Jan 2019 - Oct 2020

WARTH Engineering Industries, Baghdad

- Discovering profitable suppliers and initiate procurement partnerships and blacklisting untrustable vendors
- setting fixed point with long terms vendors starting from the design of the Logo on boxes, type of devices, devices properties, shipping agents, importing terms and regulations
- Preparing the necessary Documents (PI, PO, COO,BL) for the shipping,

Problem solving and decision-making

## Languages

English

Arabic

Kurdish

German

## Hobbies

Basketball

Swimming

Tennis

Traveling

- importing and deliveing processes.
- Negotiating with external vendors to secure advantageous terms according to Incoterms
- Approve the ordering of necessary HVAC systems and local services
- Finalize purchase details of orders and deliveries
- Examine and test existing contracts and devices
- Checking the Devices with technical mambers team and quality officer to ensure products meet our standers
- Collaborate with key persons and procurement team to ensure clarity of the specifications and expectations of the company
- Perform risk management for supply contracts and agreements with our qualuuty officer to meet the ISO9001
- Raising monthly reports to the Director o the company and finance manager

Logistic Specialist

Nov 2020 - Jan 2022

ALTAMEER SYSTEMS SOLUTIONS, American University in Baghdad

- Managing the maintenance, preparation, and routing of purchase orders
- Preparing accurate bills of lading and satisfying airbills in a timely manner
- Reviewing purchase orders and shipment contents prior to releasing them from the facilities
- Responding to customer inquiries and referring clients to the appropriate channels
- Communicating with global shipping lines and airlines to ensure prompt pick-up and delivery of shipments
- Ensuring the quality of all processes and services within a facility
- Provide assistance for maintaining logistics planning tasks
- Scan orders into computer and track shipments across multiple channels
- Manage and monitor the performance of entire fleet, routing and scheduling planning
- Controlling logistics budgets and raise monthly reports regarding inboard and outboards transportation
- Daily finance operations and total costs calculation.
- Explore the fundamentals of source inputs and returning products within a supply chain.
- taking a role in innovation actions in supply chain management.
- monitor supply chain trends, Break down the fundamentals of selecting the right technology when implementing a supply chain agenda.
- Determine the best ways to collaborate externally when implementing a supply chain agenda

## Profile

Talented Manager with a demonstrated achievement working in departments of management (sales, procurement and Logistics). skilled in Engineering open to development with convincing , negotiating and multiple skills combined with wise leadership and active listening and problem solving , Interpersonal skills developed to bring success and catch every given target in business with active team work.

## Courses

Human Resources Foundations

Credential ID 1.25 | Activity #: 54722

Apr 2020

LinkedIn Learning : Registered National Association of State Boards of Accountancy (NASBA) , HR Certification Institute® (HRCI®) , Society for Human Resource Management (SHRM®)

### **Implementing Supply Chain Management**

**Apr 2020**

LinkedIn Learning : Registered National Association of State Boards of Accountancy (NASBA)

### **PMP Exam Preparation Course Certificate**

**Jan 2018**

Samalfager LLC  
Samalfager LLC  
Issued Dec 2017  
Credential ID R.E.P no 3403

### **Marketing Foundations: Competitive Market Analysis**

**May 2020**

LinkedIn Learning : Registered & approved by the PMI® Authorized Training Partner Program. This course qualifies for professional development units (PDUs), National Association of State Boards of Accountancy (NASBA)

## **Certificates**

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### **Procurement Management**

**May 2020**

Issued May 2020 · No Expiration  
Credential ID 41  
Warith Engineering Industries

### **PMP Exam Preparation Course**

**Jan 2018**

Samalfager LLC  
Samalfager LLC  
Issued Dec 2017  
Credential ID R.E.P no 3403

## **Volunteering Activates**

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### **Projects Team member**

**Nov 2019 - Present**

Volunteer With Us Association, Baghdad

Young people who love good and believe in human values, decided to live noble, and spend their time and effort to serve society.

Volunteer with us: a youth organization that is investing the energies of youth and working to support the community.

Vision:

One million Iraqi volunteers. It is the creation of a wide network of volunteer teams, working in every place the community needs, working to serve the community and mobilizing its energy and mobilizing it in that, cooperating and exchanging incentives and experiences in achieving this.

## **References**

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### **Ali Al-Baldawi**

Warith Engineering Industries, Baghdad  
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### **Omar Saad**

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### **Mustafa Tahseen**

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