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### PROFESSIONAL SUMMARY

I am a dedicated and driven business development professional with 10 years of experience as in Marketing, sales, accounting, and banking. am quick to follow-up with sales report and team performance. I also have excellent cross-cultural, interpersonal skills and English and Arabic language skills.

### TECHNICAL SKILLS

- Sales Management
- sales operation
- Project management
- Business Plan Review
- English-Arabic translation
- Conference Moderator/Facilitator
- Product development
- Business & Funding linkages

### WORK EXPERIENCE

1<sup>st</sup> of October 2020 to present

Atiaf Algheed Company for general trading and Alraha Company for manufacturing sponge and mattress

Working as trade operation manager

Responsibilities are:

- 1- Cash flow management.
- 2- Issuing and following up on letters of credits
- 3- Wire transfers and ex negotiation
- 4- Introduce new banks and create credit lines
- 5- Making forecast for payments with providers
- 6- Making analyzes for warehouse stock levels
- 7- Management of purchase department
- 8- Management of logistic department
- 9- Negotiation of purchase of raw materials with provides
- 10-Following up with finance and logistics and purchase department for shipments arrival and payments

- 11- Improving and enhancing the internal structure for the departments which are in direct contact with my work to facilitate work flow
- 12-Opening accounts with banks and following up on the banks statements and bank balances based on company's needs.

March 2013, to 1<sup>st</sup> of October 2020

Zamzam Spring general trading ( companies zamzam is the head company and there are 13 sister companies that are under it ) As Accountant / letters of credit department manager for the group

Responsibilities are :

Brief summary of role.

- Process and prepare financial and business forms for the purpose of checking account balances, facilitating purchases, etc. ( for LC's/ wire transfers )
- Perform routine calculations to produce analyses and reports as requested by the finance director
- Help oversee and manage individual accounts Create, send, and follow up on invoices
- Review and audit financial statements and reports, ensure all calculations and data entries are correct with the help of the financial department
- Answers question and provide assistance to shareholders, overseas companies ( that we import from ), and clients as needed
- Attend finance department and company-wide meetings, sometimes assisting with financial reporting to managers and senior executives
- Report all problems and issues to Lc manger and general manger along with the best recommendation of solving those issues and problems.
- Suggest changes or improvements to increase accuracy, efficiency, and cost reductions.
- Review vouchers for cash disbursements, with secondary approval from the Direct manger and/or finance director , related to procurement of goods and services; management of pity cash ( on a very larger amounts) and ensuring all necessary back-up documentation is verified, collected, and filed in a way that makes it very easy to track and find.
- To execute the regular operations with the Cash Services Company and banks

(Cash withdrawal, transfer orders, check payment, bank statement etc.). To ensure timely preparation and payment and all suppliers/partners' invoices

Personal achievement: reduce cost in all dealings (transfer cost issuing LC's cost withdraw and deposit cost etc. some Iraqi banks take charges on both withdraw and deposit) with some of the banks we dealing with, And organizing work and personal duties internally between multiple departments that involves directly in our work yet not so organized in communicating, making it easier to communicate and address all issues and problems more efficiently.

June, 2015 to present (part time)

Working with British council as invigilator (UKVI Chef Invigilator) part time and

Responsibilities are :

Brief summary of role.

- Arrive at the test venue and put on invigilator badge.
- Store personal belongings in the designated area & report to the briefing point
- Sign attendance register
- Listen carefully to Supervisor's briefing.
- Receive invigilator packs. Check each pack to ensure all required materials are in place, including candidate application forms, ID copies, photos, room list, desk labels, invigilator script, malpractice form, seating plan, feedback form, stationeries, etc
- Put desk labels, pencils and erasers on candidates' desks following the 'snake' pattern or as per seating plan
- Put desk signs (A, B, C...) on the first desk of each column where necessary
- Complete the Seating Plan ( if not already provided)
- Complete board work
- Put on the audio equipment, check the listening equipment and all spare headphones, play the testing CD during check-in.
- Check that the test is not audible outside the test room. Report any issues to Assistant Supervisor/Supervisor immediately Start check-in of candidates, which includes:

- Collect candidate photo and ID document copy
- Compare ID document copy against original document
- Compare photo on ID, ID copy and photo submitted also check face to ID
- Scan ID document (passport) if applicable
- Check validity of ID document
- Check signature on attendance with signature in the ID document
- Register candidate on IAM (photo & finger scan, if applicable)
- Report any discrepancies to the Supervisor/Assistant Supervisor immediately
- Show candidates to their seats
- Monitor candidates who are already seated inside the test room
- Check each exam paper to see if any of the student didn't miss writing their name or their candidate number and after that do a count for each paper to match the candidate attendance
- When the Exam is finished return all items to the supervisor and sign out

May 2015 - March 2016 (Part time)

Working with Philip Morris brands as CE/ Marketing specialist

Responsibilities are :

- Consumer engagement activities
- New launch planning
- Support sales activities
- Build a good relationship with clients
- Collect and track redemption
- Route planning
- Brand awareness
- Promotion

July 2012- March 2013

Working as salesman in Zamzam Spring General Trading and my responsibilities  
Were :  
Brief summary of role and main achievements.

- Talking to customers and providing them with answers for whatever questions they have related to the cars that am responsible of selling ( along with other cars Each salesman were trained on selling all brands that the company sells ).
- Attending monthly meetings and help put on a target for each salesman and receive the reports of inventory (actual and future quarter inventory list for each brand) to avoid bulk sale of non-existing inventory.
- Help getting customers feedback regarding products and services provided by the company and relay the message back to marketing and sales in order to have ideal services making zamzam spring group one of the leading companies in the industry of cars and importing them.

Personal achievement in this field: placing the 3rd in the monthly ranking for selling Cars in the first month and getting the first place on the last month of year 2012 .

Sep 2008 – Aug 2009

Working as FOB communicating officer for the US ARMY (ECHO camp) and my responsibilities were :

- Coordinate between base command and security gates to identify risks and asses with the day to day planning and distribution of interpreters.
- Providing insight on possible risks with the QRF teams.
- Coordinate between SF and IQ Army personal for training purposes.
- Making daily reports to operation center to help achieve more accurate planning and less time consuming plans for cases of emergences and containment.

Education

Bachelor's degree in accounting from Baghdad College of Economic Sciences University .

## Additional Courses

- International trade finance (presented by USAID and central bank of Iraq)
- Legal aspects of International trade finance ( presented by USAID and Central bank of Iraq)
- Communication skills and marketing by Philip Morris
- Sales techniques
- Negotiation skills
- Business planning
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## Computer skills

.MS Office .

.Windows operating system .

## Languages

.Arabic - Native Language .

.English – excellent written and spoken and reading skills .

REFERENCES FURNISHED UPON REQUEST