

SALES / FINANCE MANAGER

Summary

Looking out for a position as administration assistance with a reputed firm where I could use my core competencies and knowledge for the mutual growth and benefit. A civil engineer / projects manager with more than 10 years of vast experience in management, planning, designing, bidding and implementation of civil construction projects of buildings, Roads, hydraulic structures, solid waste transfer stations, waste water treatment plants, concrete paving, security projects and etc. Enthusiastic and hardworking professional with experience of travelling to project sites around the country including remote environments with limited communications or logistical support. Possess a great record of accomplishment of contributing to continued business improvement processes and meeting the projects objectives. Professionally committed to delivering high quality engineering and environmental services. Experience of working on infrastructure, utilities, and structural and highways projects. 3 years experience in administration, customer services, Auto finance and used cars selling with one of the best car dealership in Forest lane, Garland. Excellent experience of doing business with United Auto Credit, Westlake and Lobel.

Highlights

Operating Systems: Windows, Mac OS X Software: Microsoft Office, AutoCAD, Photoshop, PDF professional, MS Outlook.

Experience

Sales / Finance Manager Sep 2011 to Sep 2014

Company Name i¼ City , State

- Determining annual unit and gross-profit plans by implementing marketing strategies and analyzing trends and results.
- Establishing sales objectives by forecasting and developing annual sales quotas for regions and territories; projecting expected sales volume and profit for existing and new products.
- Implementing sales programs by developing field sales action plans.
- Maintaining sales volume, product mix, and selling price by keeping current with supply and demand, changing trends, economic indicators, and competitors.
- Establishing and adjusting selling prices by monitoring car costs, competition, and supply and demand.
- Contributing to team efforts by accomplishing related results as needed.
- Manage the international sales.
- Collecting payments follow with customers, customer services.
- USACE/ CONTRACTOR (ALBASHIQ GROUP constructions and trading) MOSUL, NINEVEH, IRAQ.

Projects Manager Sep 2005 to Sep 2011

Company Name

- <http://www.albashiqbird.com>.
- Estimating activities of project bids then performing the job perfectly depend on the bid and perfect specifications.
- Defining the projects objective and developing plans to accomplish the objectives.
- Work in order to define the specific objective of the projects.
- Including members of the project team in the plan development phase.
- Organizing function for involves identifying and securing necessary resources, determining tasks that must be completed, assigning the tasks, delegating authority, and motivating team members to work together on the project.
- Determining what tasks must be completed.
- Motivating members of the project team to work together in order to complete the goal.
- Tracking progress and comparing it with planned progress.
- Solve problems and get the project back on track.
- Responsible for guiding employees in achieving the goals and ambitions of the company.
- Ensuring that all processes and practices are working in a proper manner.
- Discussing with other members of the top management and devise any specific goals, which are to be accomplished within a certain time period.
- Overseeing all processes and pay minute attention to monthly or quarterly functioning of each individual practices.
- Doing well experience and efficiency for handling the operations of individual practices in a company.
- Training, guiding and assisting the newly hired process employees, regarding handling daily processes and employee performance.
- Conducting presentations to the higher management pertaining to business, marketing, and advertising strategies, and all other necessary aspects of the company processes.
- Communicating with clients and attracting new projects to the company for execution and finalization.
- Ensuring that every individual department is giving their best possible outputs, and recommending and devising any new policies that are likely to prove beneficial to the goodwill of the company.
- Conducting quarterly, semiannual and yearly general meetings for presenting the profits, gains and achievements of the company.
- AL-MAHER GROUP constructions and trading) MOSUL, NINEVEH, IRAQ.

Projects Manager Nov 2002 to Aug 2005

- <http://www.almaher-iraq.com>.
- Managing the tasks is performed to the fullest of the efficiency.
- Planning out an organizational structure to bring out ease and flow in the tasks.
- Suggesting new policies and modifications in order to reform the nature of work.
- Developing good relations with my colleagues and motivate them to do well by appreciating their good performances.
- Participating in meetings, discussions, projects site visits workshops and hearings.

- Preparing bids and proposals for the prospective clients to expand business operations.
- Provide full information to the accounts departments and auditors and assist them in case of difficulty.
- Determining the resources required for the purpose of production.
- Preparing status reports and presenting them to the higher managing authorities for scrutinizing.
- Delivering the performance with better success rates.
- Keeping in touch with the clients who have assigned the project to my company and make them aware of the status of the work finished.
- Leading my team and bring out the best in them.
- Responsible for developing a good dialog and communication with the team member for the success of the project.
- Estimating activities of project bids then perform the job perfectly depend on the bid and perfect specifications.
- Establishing easy communication between the employees and the higher authority.
- Solving problems for my team members.
- Team building, which is defined by success.
- Accomplishing project objectives and the outcome (success) of the projects.

Site Engineer Jun 2000 to Oct 2002

Company Name 1/4 City

- Studying each project at the onset and draft an outline of items that may need attention.
- One of my first duties was studying the work plan submitted by the contractor and suggesting any modifications to the supervisor Engineer.
- Supervising the works on site in accordance with the contract requirements and using the template and procedure established by government.
- Supervising the works in accordance with the drawings, technical specifications and bills of quantities.
- Ensuring the correct implementation of the works according to technical specifications, to designs and quality of materials.
- Preparing list of materials for which the procedures for acceptance will be done.
- Preparing list of tests that may be required and following these tests to be carried out and approved.
- Checking and testing of completed works before a contractor covers them.
- Checking and ensuring that the site is arranged as per the site management plan and that all measures are taken for site safety and the safety of the third parties in the vicinity of the site.
- Ensuring that health and safety measures are adopted and followed to the full extent and prepare weekly report.
- Suggesting and instructing additional safety measures if needed.
- Studying and verifying quantities of works done and provide a report to contractor.
- Providing an assessment of any variation to contractor for approval.
- Assist in the preparation of provisional acceptance and snag list.
- Maintain a filing system for all site memos and instructions, measured quantities of work and materials on site, reports and other documents and correspondence pertaining to the construction activities.
- Coordinating the site meetings with the Contractor.

Education

Bachelor of Science , Civil Engineering 6 1997 Mosul University 1/4 City , Iraq Civil Engineering Both degrees already equivalent to US degrees.

Master of Science , Civil Engineering 11 1999 Mosul University 1/4 City , Iraq Civil Engineering

Languages

Bilingual: English/ Arabic.

Skills

Photoshop, advertising, Arabic, AutoCAD, business operations, com, clients, customer services, dialog, Engineer, English, Estimating, filing, forecasting, government, gross-profit, http, instructing, international sales, Languages, Team building, Mac OS, Managing, marketing strategies, marketing, materials, meetings, Microsoft Office, MS Outlook, Windows, works, Operating Systems, Organizing, organizational, PDF, plan development, policies, presenting, presentations, processes, profit, progress, proposals, quality, safety, selling, sales, supervisor, Supervising, workshops