

Ibrahim Khalid

Electrical Engineer



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Male 1991

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SUMMARY

Electrical engineer, experienced in administrative, worked in multiple fields, working as an accountant and financial manager, Highly solution-focused and strong multitasker with exceptional time management and prioritizing skills and unfailing attention to detail

CAREER

2019 - PRESENT PROJECT MANAGER

Rayyan Aliraq
Group

- Manage the project of migrating the company from a local accounting system to Odoo ERP and VanSale Odoo Android application

2014 - PRESENT ADMIN ASSISTANT

Rayyan Aliraq
Group

- Scheduling meetings and appointments
- Researching and booking travel arrangements for staff members.
- Preparing documents for meetings and business trips

2014 - PRESENT PURCHASES MANAGER

Rayyan Aliraq
Group

- Analyze purchases, monitor inventory in the company, manage orders from the supplier company, and match the monthly account.
- Follow-up shipments from the supplier and distribute them to the company's warehouses

2013 ELECTRICAL ENGINEER

Hilti - Erbil
Center

- Supervising the maintenance department, monitoring inventory and following up on maintenance operations

EDUCATION

2016 EUROPEAN TECHNOLOGY AND TRAINING CENTER

Training Course

- Office work and administration training course

2013 IRAQI ENGINEERS UNION

- Member, 2013, Electrical Engineer, 163642

2013 KURDISTAN ENGINEERS UNION

- Member, 2013, Electrical Engineer, 15605

2013 UNIVERSITY OF ANBAR

Bachelor of
Engineering

- Member, 2009-2013, UOA Faculty of Engineering

SKILLS

Experience in office software, web application, installing and maintenance of computer, circuit design by Multisim software, AutoCad software and Accounting programs.