

Haval Tahir

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Date of birth: 16/8/2000
Marital Status: Single

SUMMARY

Results-driven professional with a degree in Business Administration from Salahaddin University, at the same time I studied an accountant and finance and specializing in supply chain management. Backed by hands-on experience gained through a 1-month internship as a fleet assistant at Cihan Motors and have skills in accountant and over a year of dedicated service at Toyota Iraq as a Spare Parts Specialist, focusing on warehouse management and stock inventory. Possessing a solid foundation in both fleet practices and supply chain operations, with a proven ability to thrive in fast-paced environments. Known for attention to detail, strong organizational skills, and a commitment to delivering high-quality results. Eager to leverage my expertise and contribute to the success of dynamic organizations in the field.

EDUCATION

University Of Salahaddin - College of Administration and Economics

2018 - 2022

Erbil, Iraq

- Bachelor's degree in Business Administration.

EXPERIENCE

Spare parts Specialist

Toyota Iraq

Dec, 2022 - Present

Erbil, Mosul Road

As a spare parts Specialist at Toyota Iraq, my main responsibilities are including:

Picking Items:

- Selecting items requested by dealers on a daily basis.
- Ensuring prompt preparation of VON (Very Order Necessary) when dealers place urgent orders.

Packing and Quality Assurance:

- Packaging items meticulously after picking to ensure safety during transit.
- Conducting quality checks to verify accuracy and completeness of orders.

Inventory Management:

- Conducting weekly and yearly inventory counts to maintain accurate stock levels.
- Implementing efficient inventory control measures to minimize discrepancies.

Organization and Maintenance:

- Organizing parts within the warehouse for easy access and retrieval.
- Unpacking incoming shipments and securely storing items in designated locations.

Machine Operation:

- Operating warehouse machinery on a daily basis to facilitate efficient workflow.

Target Achievement:

- Consistently meeting daily targets to ensure timely fulfillment of orders.

Accounting**Aug, 2022-nov, 2022**

Totachi

As an accounting at totachi, my main responsibilities are including:

- responsible for income Statement (Profit & Loss Statement) over a specific period, listing revenue, expenses, and net income or loss.
- responsible prepare financial reports that summarize the financial data.
- responsible Record Transactions: Use journals and ledgers to document these events.

Internship/fleet assistant**Aug, 2021-Sep, 2021**

Cihan motors

As a fleet assistant at cihan motors, my main responsibilities are including:

- Supporting fleet staff and in organizing and maintaining records deals.
- Facilitating paperwork completion and deals.

LANGUAGES

Kurdish (Sorani/Badini): Native

English: Upper
Intermediate

Arabic: Advanced

SOFTWARE SKILLS

✓ MS Word

✓ MS Excel

✓ MS PowerPoint

✓ MS Outlook

SKILLS

✓ Time management

✓ Leadership and team building

✓ Industry Knowledge
and Updates

✓ Great communication

✓ Team-worker

✓ Problem-solving
abilities

✓ Data Gathering and Analysis

✓ Email writing

✓ Planning-Organizing

REFRANCE

Up on request

