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**Education:**

B.Sc. in Civil Engineering / College of Engineering / BasraUniversity (1993)

**Career experience:**

* **September 2013 – January 2016** working under Consultancy contract for **ExxonMobil** through **Petrofac TS** which is providing training services for ExxonMobil Iraq (EMIL) project for Competency Assurance of SOC staff in West Qurna 1 oil field.

As training assistant I was responsible for preparing the Arabic version of the technical training documents & presentations, and classroom interpretation with the discipline Instructor/Assessor.

Training was covering Operations, Work Management System / HSE, Electrical, Mechanical, Instruments and First/Second Line Supervisors training program.

* **January 2013 until September 2014** working as **QA**/**QC Civil Engineer** for **Habtoor Leighton Group (HLG)** in Basra.
* Making sure that the work is conducted as per the Drawings & specifications
* Ensuring that all the required tests are done and samples are taken the right way and on time.
* Checking all materials to assure their compliance to required specifications & quality.
* Making sure that the sub-contractors have the latest versions of drawings.
* Daily & weekly Reporting.

* **May 2012 until November 2012** I worked for **Luckoil ME** as **Senior Procurement Officer**. My duties were:
* Responding to procurement requests.
* Requesting offers from suppliers.
* Checking suppliers offers compliance technically and administratively.
* Arranging Selection Tables.
* Maintaining a comprehensive Vendor List.
* Assuring procedure compliance to company's financial rules.
* Following up with suppliers through business correspondences to get deliveries in a timely manner.
* Evaluating suppliers performance.
* **May 2011 until May 2012** I worked for **Tenaris** in Basra as **Supply Chain Coordinator** in Iraq at Rumaila base (pipe yard). And my duties were:

In this Job I played a key role in the successful start up & operation of the first Tenaris base in Iraq and my work was in two stages:  
**Stage 1** (**Base construction**)  
I Followed up Tenaris base earth works & facilities construction to:

* Make sure that everybody is putting the right PPE and all works comply with Tenaris HSE standards and that safe work practices are followed.
* Make sure that the quality of works meets Tenaris requirements.
* Make sure no delay in work progress compared to schedule.
* Determine the real percentage of work progress for contractor's payments purposes.
* Sending 2 to 3 reports per week to regional management

**Stage 2** (**Supply Chain Operations Management**)   
Management of supply chain process in Iraq in which I successfully performed the following:

* Coordinating with ME regional supply chain office in Dubai concerning shipments and deliveries schedule.
* Making visits to Umm Qasir port from time to time to do vessels discharge surveys and sending Survey Reports to ME regional supply chain management.
* Supervising the work of suppliers and logistics service providers.
* Following up with customers regarding their contracts deliveries.
* HSE management in the base to assure compliance of all operations (including third party contractors operations) in the base with Tenaris HSE standards and safe work practices.
* Management of storage facilities and staff.
* Supervising inventory management and monthly reporting activities.
* Giving training sessions to logistics service provider's staff concerning HSE, Pipes Handling & Transporting, and Storage.
* **Jul. 2003 until 31.Jul.2010** I was working for **ICRC** **(International Committee of The Red Cross)** / Basrah. In 2003 I was hired as Logistics Officer then by the end of 2003 I became **Head of Logistics in Basrah Sub-Delegation/ICRC** which was covering southern Iraq operations.

In my job I managed to achieved successfully and efficiently:

1. Logistics staff management: I successfully formed and coached a motivated and disciplined logistics team (13 staff members).
2. Requisition Orders management:

* Responding to ROs,
* Following up correspondences through Lotus Note.
* Handling deliveries documents and
* Keeping a complete and well organized archive of RO files.

1. Purchasing: carrying out tendering process according to the organization's rules including

* Preparing tenders documents,
* Sending requests for offers,
* Preparing selection tables,
* Correspondences to inform unsuccessful and successful bidders,
* Issuing POs or purchasing contracts,
* Checking received items quality and quantity compliance to PO/Contract.
* Evaluating suppliers and keeping a complete well organized PO filing system.

1. Warehousing:

* Supervising Incoming and Outgoing deliveries,
* Issuing PLs &WBs or Entry Forms,
* Performing inventories and insuring that WH equipment, and stock handling & storage are as per the Organization's standards.

1. Field Supply System software administrator: I efficiently used this software to control the supply chain activities, issuing related documents, tracking stock movements and stock position, and generating statistical reports.
2. Transportation: Organizing transport of deliveries and staff members and preparing Weekly Movements Plan.
3. Vehicles fleet management (15-35 vehicles):

* Supervising the work activities
* Ensuring fleet compliance to ICRC rules and standards
* Ensuring that service schedule of vehicles and generators is followed strictly.
* Coaching drivers to follow driving safety and road security instructions.

1. External relations: I maintained good relations with Iraqi authorities related to my job like

* Customs authorities.
* Residency office.
* Airport & Port authorities.

1. In the 6 yearly appraisals I received 4 VERY GOOD appraisals including the one of 2009.

* **Dec. 2001 until Mar. 2003:** I worked in **United Arab Emirates (in Ras Al Khaima and Abu Dhabi)** as a **Civil Engineer** in building contracting companies. I was doing

1- Acquiring new contracts:

* Checking tenders documents
* Assessments & Quantity Estimations
* Market surveys,
* Pricing & Bidding for tenders.

2- Project Site duties:

* Planning work activities and follow up to meet deadlines.
* Making sure of work compliance to drawings and specifications.
* Problems solving.
* Making sure of
* **Jan. 2000 until Apr. 2001:** I worked as **Sails** **Representative** in Basrah for ***Phoceenne*/Groupe Genoyer** through Al **Idrak Bureau** which their agent in Iraq. *Phoceenne* was supplying pipes & fittings for the **Oil & Gas** sector under MoU (OIL FOR FOOD).
* **1996-1997:** I was trained in **Al Janoob Engineering consultant Bureau** / Basrah as **Structural Designer** and as a **Site Engineer**.
* **1993-1995:** during the compulsory military service I served as an Engineer soldier and my duties were mainly quantities estimation.

**Courses and training attended:**

* **Concrete Materials Tests and Structural Buildings Design** – Scientific and Consulting Services Bureau / Technical Institutes Body / Basrah (1999).
* **Programmers Course** – Computer Institute / Basrah **(23.01 – 09.09.1999)**
* Training courses organized by **ICRC** as the following:
  1. **Field Integration Course**, Petra / Jordan , 20 Feb. to 01 Mar. 2006
  2. **ICRC Security – Train The Trainers course,** Amman, 02-04 Apr. 2006
  3. **Leading a Team Course**, Amman/Jordan, 03-06 July 2006
  4. **Personal Efficiency Course,** Amman/Jordan, 11-12 Feb. 2007
  5. **FSS Training Course** (Field Supply System software) 19 to 22 Feb. 2007
  6. **Medical Logistics Course**, Petra / Jordan, 18 to 23 Mar. 2007
  7. **First Aid Course (24 hours),** Basrah/Iraq 30Mar.-01Apr 2010.
* Training in **Tenaris University**, Campana/Argentine, August 2011 on **Supply Chain Management and HSE**
* Tenaris University online training courses:
* **Business Ethics** – Oct. 2011
* **Health Safety And Environment** – Nov. 2011
* **Organization, Normative System And Controls** – Dec. 2011
* **SAP Basics – Dec. 2011**
* **SAP CRM Basics** – Dec. 2011
* **Administration and Finance** – Jan 2012
* **Supply Chain Management** – Mar. 2012
* **Diagnosis And Chronic Problem Solving** – Apr. 2012
* **Supply Chain** – Apr. 2012
* **Production Process** – Apr. 2012

**Strong Points:**

* Professional,
* Organized,
* Quick learner,
* Hard worker,
* Accurate,
* Able to work under pressure &
* Negotiation skills

**Languages:**

1. Arabic: Mother language

2. English: Fluent and my result in **International House WO** On-line Placement Test was **Level 7** equivalent to **CEF Level C1** (**Advanced**)

**Skills :**

* Strong computer skills.