

Ahmed Salam Jabbar

Master Graduate

03 Nov 1991

📍 Iraq - Wasit

☎ +964 07808526205

✉ ahmsal988@gmail.com

SUMMARY

More than 12 years of experience in managing ERP (Enterprise Resource Planning) and EPCC (Engineering, Procurement, Construction, Commissioning) projects, regulator, accountant, document controller, HR & Recently I am started with own skills for future investment, with proven office management skills and a lot of initiatives. Capable of dealing with people at all levels and able to ensure the office runs like clockwork. Knowledge of using a range of office software, including email, spreadsheets, and databases and AI tools as professional user in my work space. I have excellent interpersonal and communication skills, an effective team player, and an excellent leader, gaining respect and loyalty among colleagues and others with a professional attitude to achieve success. I am comfortable working under pressure and know what it is.

SKILLS

- AI Professional user.
- SAP Office managements design.
- Microsoft office (Word, Excel, PowerPoint, Access, Outlook).
- Excellent Speaker & Excellent tong in English (97%).
- Excellent communications skills.
- Amazing communication between management and employees
- Capable of persuading everyone, without exception, able to gather opponents and providing solutions with a leadership personality that respects the rights of all
- AutoCAD (Engineering drawing).
- Primavera P6 – level One.
- Adobe Acrobat PRO (Creating and editing portable documents).
- Hold different Certifications of Project management.
- Good Self-starter, and Work Package Gatherer.
- Excellent computer skills (Hardware & Software).
- Basic knowledge of Vehicles engines, Welding, Casting, Carpentry, Electricity, Smithy, Turnery & filings.
- Eager and fast learner.
- Adaptable with different cultures with good communication skills.
- Don't mind working at any location in Iraq.
- At last, you will bet that I will accomplish a lot of difficult work that requires accurate and calculated steps without fear. You will be reassured when you assign a new responsibility to me.
- Designer & Painter as an Art Design, have the amazing eye and feeling with all kinds of Arts related with colors progressing.
- Photoshop excellent user. And most of graphic applications.
- Good user and shutting finder for a camera.

EXPERIENCE

AUIB (AMERICAN UNIVERSITY IN BAGHDAD): OPERATION OFFICE MANAGER EDK COMPANY FOR LIMITED SERVICES, Client: AUIB

09/2022 – 03/2023

- Security coordination: with security companies to transport foreign university employees.
- Supervision of Issuance all the declarations of all local and expat employees.
- Supervising the preparation of administrative and technical work offices for foreigners and Iraqis working at the university, through coordination with the engineering office and the university presidency to achieve the highest required balance.
- Determination, management responsibilities of all the invoice and rights of the security & third-party companies.
- Daily meeting with cleaning and maintenance supervisors according to the electronic system to achieve its highest application.
- Solving system problems, developing solutions with programmers, implementing them on the ground, and uncovering the general management problems of the institution.
- Develop financial policies with management.
- Making and member of hiring & interviews for new employees.
- Conducting and determining primary and secondary evaluations and adjusting wages for new employees.
- Attending meetings with senior management.
- Analyze potential risks involved with specific contract terms.
- Stay up-to-date with policies/procedures changes and coordinate with the legal department as needed.
- Good interpersonal and time management.

KMSK COMPANY [HR, ADMIN, PROJECT COORDINATOR] MAJNOON OIL FIELD / BASRAH – KMSK Client: PETROFAC / ANTON OIL.

09/2019 – 08/2022

- Organize files and documents in accordance with the company filing system.
- Submitting visa application to get approvals for expat staff
- Issuance all the declarations of all local and expat staff.
- Making and member of hiring & interviews for new staff.
- Conducting and determining primary and secondary evaluations and adjusting wages for new staffs.
- Study the disbursements related to wages and payments as salaries and additional working hours for the staff and submit reports to the CEO.
- HR function by keeping personnel records up to date, arranging interviews.
- Security Coordinator: to select the numbers of leaving & coming employees, and connect directly with our security client.
- Determination, management responsibilities all the invoice and rights of the security & third-party companies.
- Responsible of Fuel process coordinate between governments & Middle Company.
- Reviewing and updating existing technical and commercial contracts.
- Legislate contract terms, conditions, penalties.
- Develops guidelines for technical and commercial contracts.
- Receipt, registration, coding and forwarding of incoming documents to concerned team.
- Attending meetings with senior management.
- Maintain proper storage of documents to be easily accessible and safe keeping of documents.
- Reproduce/provide photocopies of documents from the electronic repository of files as requested by the staff.

- Establish and maintain a records system of file movement within the office.
- Bidding Evaluation, contract strategies, and facilitate internal and external client relations.
- Analyse potential risks involved with specific contract terms.
- Stay up-to date with policies/procedures changes and coordinate with the legal department as needed.
- Good interpersonal and time management.

GAZPROM NEFT-BADRA [OPERATOR AT (LPG)]

WASIT / BADRA CLIENT OF MOC

Jan/2019 – Aug/2019

- Site Operations equipment.
- Loading liquid gas and measuring all the systems by gages.
- Controller of all the site equipment.
- It's not a hard for mind.

SUNNY COMPANY [ADMINISTRATION, ACCOUNTANT & MANAGER OF HR]

BAGHDAD – AL-KARRADA

05/2016 – 11/2018

- Head of a large hr assistances team.
- Head of accountant team.
- Member of procurement group.
- Planning and reviewing all the systems that connecting with the above field.
- Member of interviews of new staff.
- Preparing new staff for jobs.
- Determine the wages of all staff and selected it.
- Perform document control and information management support to the team.
- Establishing and maintaining an electronic and hardcopy filing system.
- Special indexing, invoices & pricing.
- Organize files and documents in accordance with the co and filing system.
- Establish and maintain a records system of file movement within the office.
- Receipt, registration, coding and forwarding of incoming documents to concerned team.
- Leading meetings between company staff (internal meetings).

TOSHIBA COMPANY [DCC]

BAGHDAD – AL-KARRADA

08/2012 – 01/2016

- Provide general administrative and clerical support documents to management
- Maintain soft and hard copy filing system
- Open, sort and distribute incoming correspondence
- Perform data entry and scan documents
- Manage calendar for Managing Director
- Assist in resolving any administrative problems
- Provide accurate administration of all paperwork generated at Office level
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Maintain office supplies for department
- Greet visitors and direct them to the appropriate offices.

- Conduct clerical duties, including filing, answering phone calls, responding to emails and preparing documents.
- Coordinate project deliverables.
- Perform accounting tasks, including invoicing and budget tracking.
- Schedule meetings and travel arrangements for senior members of the company.
- Provide administrative support for operations team.
- Monitor the production staff.

AL-DAAR COMPANY [TRANSLATOR]

WASIT – BADRA (CPF BUILDING WITH SAMSUNG AS A CONTRACTOR WITH GAZPROM NEFT)

01/2012 – 08/2012

- Preparing and submitting documents from English to Arabic in relation to contracts, translating and explaining them to officials in higher levels of management.
- Site work if there is a need for that, due to the presence of foreign workers next to the engineers of our company who cannot speak English.
- Prepare special reports and daily reports regarding completion rates, update the due stages, and print drawings and tables for engineers and other staff working on the site.
- Attending external meetings with co and members of the board of directors.

EDUCATION

- UNIVERSITY OF WASIT (2009-2014) Bachelor's Degree in General Physics
- UNIVERSITY OF WASIT (2015-2018) MASTER Degree in Nanotechnology – simulation

POSITIONS COULD BE WORK IN :

- Administration : (HR & Related Position, Coordinator : Security Coordinator & Project Coordinator, Procurement)
- DCC (Document Controller Center)
- Accountant.
- Social Media Management & Related Position.
- Designer (have amazing eye for colors and arrangements related with Arts)

DATE OF
ISSUANCE
03
JULY
2022



Certificate Of Experience

THIS CERTIFICATE IS PROUDLY PRESENTED TO

MR. AHMED S. JABBAR

Worked As an (**HR Project Manager**) In Kmisk Company for Limited
Oil Services at Our Project in Basra – Majnoon Oil Field, For
Constate A CPF.

ISSUANCE NO. : MOF - 009


Nassir M. Nassir
Managing director


Omer D. Sharqi
CPF-2 Site Manager

DATE OF
ISSUANCE
03
JULY
2022



Certificate Of Experience

THIS CERTIFICATE IS PROUDLY PRESENTED TO

MR. AHMED S. JABBAR

Worked As an (**Administration Project Manager**) In Kmsk Company
for Limited Oil Services at Our Project in Basra – Majnoon Oil Field,
For Constate A CPF.

ISSUANCE NO. : MOF - 008

Nassir M. Nassir
Managing director

Omer D. Sharqi
CPF-2 Site Manager

DATE OF
ISSUANCE
03
JULY
2022



Certificate Of Experience

THIS CERTIFICATE IS PROUDLY PRESENTED TO

MR. AHMED S. JABBAR

Worked As an (**Security Coordinator**) In Kmsk Company for Limited
Oil Services at Our Project in Basra – Majnoon Oil Field, For
Constate A CPF.

ISSUANCE NO. : MOF - 010

Nassr M. Nassr
Managing director

Omer D. Sharqi
CPF-2 Site Manager



KHAERAT MSK ALIRAQ (KMSK)

شركة خيرات مسك العراق للخدمات النفطية

Oil and Gas Services • Pipelines • Tanks Fabrication and Erection
• Mechanical, Civil and Electrical Work • Equipment Supply and
Installation • Engineering

No. : MOF-001

Date : 03 July 2022

SUBJECT :

RECOMMENDATION LETTER

EXPERIENCE CERTIFY

TO : WHOM SO EVER IT MAY CONCERN

Dear,

This is to certify that Mr. Ahmed S. Jabbar was one of our employees in Majnoon Oil Field Project. He was taken the below responsibilities in the duration that he works with us from (05 Sept. 2019) until (10 July 2022). We are certifying that he has a good skills and good decision maker for every situation he was gone through in our project inside Majnoon Oil Field to build up CPF-2 as a Subcontractor with Petrofac International Company.

Responsibilities :

- Administration Project Manager
- Security Coordinator
- HR of Project.
- Assistance of the Head HR in KMSK Main Office.



Sincerely,
Nasser Mahmood
Projects Managing Director
Khaerat MSK AlIraq
+9647816883384
Email: nassr.m@msk-iraq.com
Web: www.msk-iraq.com



Email: info@msk-iraq.com
Website: www.msk-iraq.com
Phone: +9647801977859

Address: Mass Tower, JLT, Dubai, UAE
National Theatre St., 14 Al-Kerrada 903, Baghdad, Iraq
Tamoz St, Al Jasaar, Basra, Iraq