

# Muhammad Saad

English Trainer / Translator / HSE Trainer / IT Expert / Administrator / Auditor / Accountant

I have over than ten years of experience working as an English trainer and IT consultant, three years as an HSE trainer, three years as an accountant, and I have an experience of managing people and things.

## Experience

06.2018 ENI; Italian Oil & Gas Company in Burjesia - Basra

06.2019 Cover Teacher

- English Trainer: General English (Cutting Edge, Headway...) and Technical English.

01.2021 Quality World Company in Al Jazair - Basra

Present Freelance Trainer

- Deliver English courses: Teach general and technical English.
- Deliver different HSE courses including:  
First Aid, Working at Hight, Confined Space, LOTO, Authorized Gas Tester (AGT), H<sub>2</sub>S, Fire Fighting, and Electrical Safety.

01.2012 Freelancer – Basra

Present Trainer / Teacher

- English Trainer: Teach English curriculums for all classes.
- IT Trainer: Teach computer programs (Basics and Advanced).
- Private Teacher: Teach different school curriculums.

01.2016 Ishik Boys' College; Turkish school in Qibla - Basra

05.2017 Teacher

- Translator: English-Arabic Interpreter.
- IT Teacher: Teach computer programs, Microsoft Office...
- Robotics Trainer: Teach how to build the robot with codes.

06.2017 Anwar Ahlulbait – Basra

06.2020 Trainer

- English Trainer: Teach English language (all levels).
- IT Trainer: Deliver Microsoft Office training courses.

05.2022 THOTH; Chinese Company for AI located in Singapore

12.2022 Coordinator

- IT Trainer: Recruit employees and teach them on the projects.
- Accountant: Manage and hand over wages...

## Personal Info

Date of birth: 09.06.1992

Address: Basra, Aljamia District

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Phone: +964 782 4422 966

Internet: Rayan Dejavu

## Education

University of Basra

College of Art

English Department

2012-2016

## Skills

Computer Science  
(Maintenance, Video-montage,  
Photo-montage, MS Office....)

Knowledge of Devices  
(Fingerprint, Printers...)

Languages  
Arabic: Mother language  
English: Second language  
Russian: Basics

Training Techniques  
(IT, languages, HSE...)

Soft Skills  
Solving Problems Techniques  
Teamwork & Leadership  
Work Under Pressure

## Achievements

### Attendance Device (Invention)

Lord of the Flies (Analysis)

Gulliver's Travels and  
Imperialism (Criticism)

Have an educational channel  
on YouTube

Many of Graphics Designing

11.2022 [Hijras Al Kumait Exchange in Al Jazair - Basra](#)

11.2023 [Administrative / Accountant](#)

- Ensure that all documents and records are controlled.
- Ensure that the actual amount matches the system register.
- Conduct Audit in accordance with Central Bank of Iraq (CBI).
- Coordinate financial issues according to CBI.
- Create HR policy, procedures and forms.
- Monitor employees' performance and provide training.

09.2020 [Saqr Alshaheen for Agencies in Al Jazair - Basra](#)

03.2023 [Co-Founder / Manager](#)

- COO: Manage the company and its agencies.
- HR Manager: Recruit and train local and expats.
- IT Manager: Managing devices; Computers, CCTV, POS...
- Document controller: Create, edit, copy & archive DOCs.
- Accountant: Managing many works using Excel.

08.2024 [Al-Dekka / Siemens Energy Company in Basra](#)

12.2024 [HSE Supervisor](#)

- Conduct site inspections to identify hazards and ensure compliance with safety regulations.

## Courses

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30D (90H)	Accountant Course	Hijras Al Kumait Exchange
05D (15H)	GRC Course	UHRDA
06D (18H)	HSE Courses	Quality World Company
05D (40H)	IMS ( <a href="#">CQI</a> & <a href="#">IRCA</a> ) Course	Royal Crown Training Centre
05D (15H)	HS MS ( <a href="#">IOSH</a> ) Course	Royal Crown Training Centre
10D (30H)	HS FGI ( <a href="#">OSHA</a> ) Course	Skills Technique Company
10D (30H)	HS FCI ( <a href="#">OSHA</a> ) Course	Skills Technique Company
10D (40H)	TOT Course	IPSHD
03D (12H)	TIP Course	Basra Ishik Boys' College
02D (06H)	Media Course	Sabah Al-Yaum Journal

\* GRC: Advance Governance, Risk Management, Compliance and Internal Controls.

\* IMS: Integrated Management System ([ISO 9001](#), [ISO 45001](#), [ISO 14001](#)).

\* HSE Courses: Working at Hight, Scaffolding, Confined Space, Authorized Gas Tester (AGT), Fire Fighting, and First Aid.

\* HS MS: Health & Safety for Managing Safely.

\* HS FGI: Health & Safety for General Industry.

\* HS FCI: Health & Safety for Construction Industry.

\* TOT: Training of Trainers.

\* TIP: Teaching Improvement Plan.

## Activities

**Pepsi Company**  
**External Auditor**

I visited Baghdad Pepsi Company to conduct an external audit for academic research about OHSMS **ISO 45001**.

**SVS Company**  
**External Auditor**

I conducted an external audit on Severn Valve Solutions (SVS) by Royal Crown as consultant party, which is about QMS **ISO 9001**

## Some of Certificates

