

## Personal Data:

Fullname: Muhammad Faisal Othman  
Gender-Birth Date: Male-august 25<sup>th</sup> 1995  
Current Address: Erbil-Iraq  
Cell phone number: +964 0750 135 42 49  
E-mail Address: [muhammad.561474@gmail.com](mailto:muhammad.561474@gmail.com)  
Nationality: Kurdish-Iraqi

## Working experience:

### 1<sup>st</sup> Job at TTOPCO

#### Position: Warehouse Assistant (intern)

Duration: jully.3.2017 – September.3.2017

#### Duties and Responsibility:

- 1-Prepared and completed detailed reports which were subject to review.
- 2-Receiving incoming shipments of inventory, Inspected warehouse deliveries before shipping to customers.
- 3-Lead warehouse team in unloading and organizing shipments.

### 2<sup>nd</sup> Job at Parker Drilling

#### Position: Interpreter

Duration: October.2.2017 – January.3.2018

#### Duties and Responsibility:

- 1-Attend conferences and HSE meetings and act as official translator to mediate discussion.
- 2-Participate in company training program, for assisting non-English-speaking employees.
- 3-Maintain clear and professional communications with all crewmembers and company representatives.
- 4-Communicate with on-site company representative - and coordinate equipment and crew, as needed via communication devices.

### 3<sup>rd</sup> Job at Parker Drilling

#### Position: HSE assistant

Duration: January.4.2018-March.17.2018

#### Duties and Responsibility:

- 1-Provided general support and assistance to the Senior HSE Coordinator.
- 2-Assisted the Senior HSE Coordinator with Health and Safety monitoring activities.
- 3-Promoted incident and accident prevention in the workplace.
- 4-Assisted in the development and implementation of Hazard Assessments and Safe Work Practices.
- 5-Arranged health and safety training for company personnel such as (fall protection, confined spaces, fire Awareness, etc.)

#### **4<sup>th</sup> Job at Parker Drilling**

##### **Position: Rig administration assistant**

**Duration: March.18, 2018 – June.20.2018**

##### **Duties and Responsibility:**

- 1-Prepared daily/monthly Time sheets & Meal sheet for all staff.
- 2-Administration of POB list for Chevron/PD/3rd party company.
- 3-Arrange Access request for crew and anyone coming to Rig Site & Main Camp.
- 4-Arranges transport, accommodation and hotel reservations for all staff leaving and arriving on the rig.
- 5-Record all hours worked by each crew member. Fill out on a daily basis the Parker Drilling Report POB Sheet and any other time sheets as and when required including overtime sheets.
- 6-Carried out all administrative duties necessary to ensure the smooth and efficient running of the rig.

#### **5<sup>th</sup> Job at TeamMart chain of supermarkets**

##### **Position: Accountant**

**Duration: July.3.2018 – September.20.2018**

##### **Duties and Responsibility:**

- 1-administering payrolls and controlling income and expenditure.
- 2-auditing financial information.
- 3-prepared monthly and quarterly reports about company profits and incomes.
- 4-entering daily income data that came from companies' sales branches.

#### **6<sup>th</sup> Job at TeamMart chain of supermarkets**

##### **Position: Human Resources**

**Duration: september.20.2018 – April.13.2019**

##### **Duties and Responsibility:**

- 1-Recruiting New Employees per company requirements.
- 2-interviewing new applicants and performing background checks.
- 3-Maintaining Policies and HR Records.
- 4-Handling Employee Concerns.
- 5-arranging training and orientation courses for employees.

## EDUCATION

Bachelor's degree in petroleum engineering, petroleum and chemistry department, KOYA University.

## Certificates/Training

-IOSH managing safely, MSELECT

## Computer and software skills

Microsoft office (Word, Excel, PowerPoint, etc.)  
Arc view GIS, MATLAB, CMG.

## Language Skills

	<u>Kurdish</u>	<u>English</u>	<u>Arabic</u>
- Speaking:	native	excellent	good
- Understanding	native	excellent	excellent
- Writing:	native	excellent	excellent