

Ahmad Noori Al-Qurainy



Date of Birth: 1981
Place of Birth: Basra
Gender: Male
Religion: Muslem
Nationality: Iraqi
Mobile: +964(0)7710777049
E-mail: ahmant81882012@gamil.com

(Bachelor Degree in Science Biology/University of Basrah)

Professional Experience:

***_Holds an approved document in human resources management, in addition to experiences in my areas of work in human resources**

***- (CHF Vitas Iraq) (From Jan.2017)**

Loan Officer Supervisor, My work is to manage the financial portfolio of loan officials and maintain their stability and to show weakness in administrative and financial and prevent them from decline and risk, follow-up financial loans statements and verify the validity and authenticity of the papers submitted and follow the administrative arrangements for loans from the first completion of the loan officer through the disbursement of the loan and end the repayment of the loan and put points on Management of administrative matters and coordination with some governmental and non-governmental departments.

***- (Omnnea Wireless Telecomm) (From Apr.2014 , Jul.2016)**

- Office Manager of Basra, an official and a supervisor on administrative matters, sales and marketing, warehousing and human resources and accounts department and Logistic and engineering and technical office in Basra, and the company's representative in Basra .

***- (Universal Ajarsen Turkish company) (from Feb.2014 , Apr.2014)**

- Office management and is responsible for the correspondence and Turaslat between the company and government departments and the company and other companies operating within the project and follow-up administrative matters and the preparation of daily, weekly and monthly reports and included the conduct of business, administrative and technical, logistical and

engineering at the site and submit them to the headquarters of the company and to inform the project manager out .

***-(*Al – Watanya for read mix concrete*) (from Jun.2013 , Feb.2014)**

- It is responsible for the marketing and operation and plans of a group of marketers and follow-up rates and the market and the relationship between the customer and the company and the development of new opportunities .

***- (*Naseem Baghdad Co. For Medical & Laboratory Equipment Trading Ltd*) (from Jan.4,2013, Jun .2013)**

- Salesperson and then after a while became a marketing official at one company and agencies in which the company trades in Basra branch and my work is limited to follow the work of the delegates and the movement of the market and business development to discuss with the director of marketing and try to raise the proportion of sales and how to promote and carrots.

***- (*Jawharat AL – Basraha Company General Contracting Ltd*)(from Oct.1, 2011, Dec.30, 2012)**

- Assistant Director for Administrative Affairs and Provide logistical support and backing Balmoud logistics between the company and government departments and the company's headquarters and laboratories

***- (*Office of the light of scientific capital of the publicity the exclusive agent for the pharmaceutical company Faramaliv production medicine*) (from 2011)**

- Representative of scientific work and propaganda pharmaceutical and medical.

***- (*Towers Gulf Company for the production of building materials and reinforced concrete*)(from Sep.15, 2010, Sep.30, 2011)**

- Assistant Director for Administrative Affairs and Provide logistical support and backing Balmoud logistics between the company and government departments and the company's headquarters and laboratories

***-(*Independent Institute of Management Studies and civil society*) (for three Month)**

- Assistant Director of the Basra branch of the Institute and supervisor of data entry and checking the input

Rafha Organization for Relief and Development/UNHCR

***-(RICC/MoDM Data entry) / (from Apr.15, 2010-Sep.15, 2010)**

RICC* (Return, Integration Community Center): this program is for helping all the IDPs and Refugees returnees that came back to Basrah, we will help them by legal guidance, referred their official problems to the PAC (enterSOS), NFI, and FI, referred their Housing problems to the Shelter Program/Rafha and sometimes give the medical help in coordination with the UNHCR.

My Main Responsibilities are:

- Ensure the files include all the necessary updated information about the returnees.
- Ensure the information is entered into the data base as per the procedure set up by MoDM.
- Refer the files back to the data entry officer for final check upon completion.
- the capacity to enter up to 25 cases per day initially.
- Receive the returnees; inform them about the necessary documents needed for the update process.
- Receive the documents from the returnees and update their files.
- Enter the updated data into the database.

***- Al-Eqtedar Construction: (for Five months)**

- I worked as an Administrative officer responsible of the internalization of information and data entry

***- Al-Fager Al-Ameen Contracting: (for three months)**

- I worked as administrative and data entry.

***- Tran Al-Iraq For Trading: (for three and half years)**

- I worked as data entry and working in the marketing department also I was responsible of the company store.

- *Classis Company: (for two years)

- I worked as a data entry and responsible of the (Computer Maintenance, International Calls, Printing, Scanning, CD Copy, Researches and Mail Translations).

- *Westren Electrical: (for one year)

- I worked as Data entry and printing, CD copy.
-

Technical Skills:

- Good computer skills especially with Word, Excel
- Computer Maintenance (Software & Hardware)
- Using Photoshop
- Installing programs
- Using internet and Emails

Languages:

- English: good.
- Arabic: fluent.

Refferences:

- **Maneger of Western Electrical: Mazen Al-Jaber**
(Mazn_69@yahoo.com)
- **Manager of Tran Al-Iraq: Haider Al-Kutefe**
(Alkutefe@yahoo.com)
- **Manager of Al-Fager Company: Mustafa Al-Bzooni**
(fajeramin@fajeremin.com)
- **RICC Program Manager: eng.Anoosh Z.**

(Anoosh_babikian@yahoo.com)



اللقابة العامة لمدرسي التنمية البشرية

شهادة إتمام دورة

تشهد اللقابة العامة لمدرسي التنمية البشرية في العراق إن

احمد نوري عبد الوهاب القريني

قد اجتاز/ت بنجاح الدورة التدريبية

إدارة الموارد البشرية HRM

التي نفذتها اللقابة عبر منصة Google Meet بالتعاون مع كلية اوكسفورد الدولية للغات والعلوم الاقتصادية
خلال المدة من 2021/04/26 الى 2021/05/07. وبمعدل (20) ساعة تدريبية فعلية ولاجله منح/ت هذه الشهادة



المدرّب المستشار

مخلد حمزة جديع الشمري

رئيس اللقابة



اللقابة العامة لمدرسي التنمية البشرية إحدى قطاعات الجهة العراقي للقطاعات العمل ، استست وفق قانون الحريات النقابية
رقم 87 لسنة 2017 وقانون العمل العراقي رقم 37 لسنة 2015 www.ifotu.org



NO:FTUI-2021025



الشركة الوطنية لتجهيز الكونكريت محدودة المسؤولية

Al-watanya for ready mix concrete

شهادة خبرة

الى / من يهمله الامر

تحية طيبة ...

نؤيد لكم بأن السيد أحمد نوري عبدالوهاب قد عمل لدينا مدة سنة في قسم التسويق وكان عمله في تقديم العروض واقتناع الزبون للحصول على فرص توقيع عقود .. وكان طوال فترة عمله حسن السير والسلوك وكان مؤديا عمله على اكمل وجه ونتمنى له التوفيق وقد زود بهذه الشهادة بناءً على طلبه .


الشركة الوطنية لتجهيز الكونكريت
مدير الشركة
AL WATANYA
for Ready Mix Concrete
م. عبدالله فؤاد محمد

Naseem Baghdad Co. For
Medical & Laboratory
Equipment Trading Ltd.



شركة نسيم بغداد لتجارة الأجهزة
والمعدات الطبية والمختبرية
المحدودة

Issue : 157
Date : 22 / 7 / 2013



experience certificate

We support that Mr. (Ahmed Noori Abdul Wahab AL- Qurainy) has worked for our company function official marketing and seeing him Suffice and good governance and behavior throughout the currency of our date (04/01/2013) and reduce the end of the currencies in the (21/7/2013) has provided this book by us in support of his autobiography in the field of currency with us.
With appreciation

Managing Director



Baghdad – Iraq
Al-Mansour , Hay Dragh, Block No. 603, Street No.
17, Building No. 1

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Naseem Baghdad Co. For
Medical & Laboratory
Equipment Trading Ltd.



شركة نسيم بغداد لتجارة الأجهزة
والمعدات الطبية والمختبرية
المحدودة



العدد / ١٥٦

التاريخ / ٢٠١٣ / ٧ / ٢٢

م/ شهادة خبرة

نؤيد بأن السيد (أحمد نوري عبد الوهاب القريني) قد عمل لدى
شركتنا بوظيفة مسؤول تسويق ونشهد له بالكفاءة وحسن الإدارة
والسلوك طيلة فترة عمله لدينا من تاريخ (٢٠١٣ / ١ / ٤) ولحد نهاية
عمله في (٢٠١٣ / ٧ / ٢١) وقد زود بهذا الكتاب من قبلنا دعماً لسيرته
الذاتية في مجال عمله معنا .

مع التقدير

المدير المفوض

د. عبد الجبار صبيح حسن



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17, Building No. 1

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E-mail: info@naseem-baghdad.com
qms@naseem-baghdad.com



العدد \ بلا

التاريخ \ ١٣ - ٧ - ٢٠٠٩

شركة عبير العراق للتجارة العامة والمحمرو

فرع البصرة

١ \ تأييد

نؤيد بان السيد احمد نوري عبد الوهاب القريني موظف عند شركتنا ويعمل في مجال المحاسبية وايدارة
المخازن ونشهد له بالخبره والنزاهه في عمله طيلة الثلاث سنوات والنصف التي عمل بها عندنا



Return, Integration Community Center / RICC / Basra

Sep.15, 2010

To whom it may concern

Dear Sir/Madam

This is to confirm that **Ahmmad Noory** is employed by the UNHCR-funded Returnee Integration Community Program (RICC), implemented by Rafha Organization (RORD), and has been under my supervision from Apr.15, 2010.

He was working as Data entry in the MoDM/Basra Branch Office, he was responsible for ensure the files include all the necessary updated information about the returnees, ensure the information is entered into the data base as per the procedure set up by MoDM, Refer the files back to the data entry officer for final check upon completion, Receive the returnees; inform them about the necessary documents needed for the update process, Receive the documents from the returnees and update their files and Enter the updated data into the database.

Ahmmad is a talented, dedicated young team member, who displays highly professional standards and personal motivation at all times, I find him to be dependable, loyal and tireless employee. **Ahmmad** demonstrates great versatility who would give his best to anyone in need.

I have no hesitation in recommending **Ahmmad**. I recommended his wholeheartedly for any employment opportunity for which he may be considered. I would indeed re-hire **Ahmmad** given the opportunity to do so.

Sincerely ...


Eng. Anoosh Z. Kalust

RICC
Basra

Returnee Integration Community Center/RICC Manager

Anoosh_babikian@yahoo.com

Ricc_basra@yahoo.com

Tel: +964(0)7709029541



شركة أبراج الخليج

GULF TOWERS . CO
BAHRANI GROUP

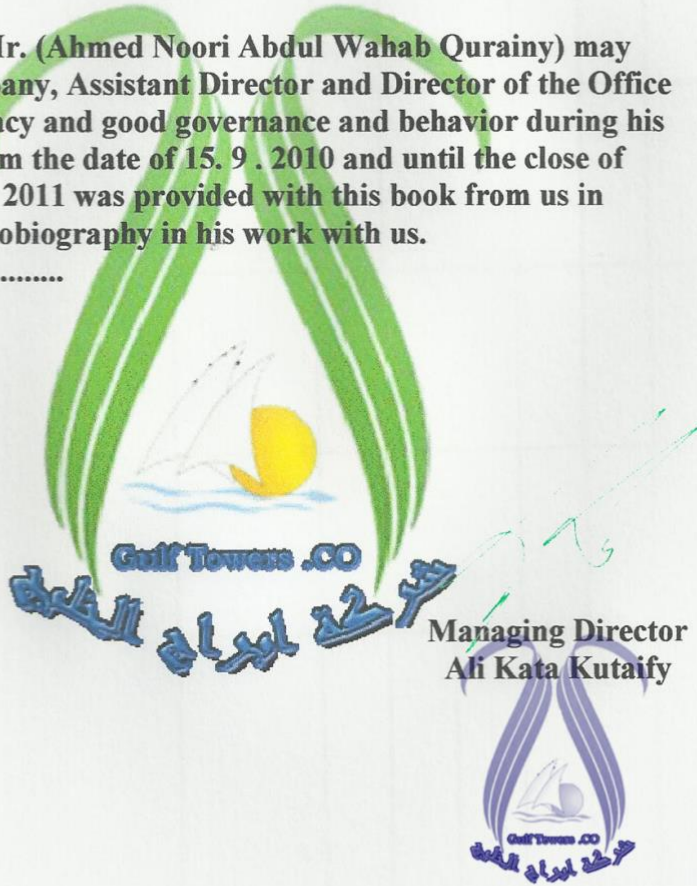


Issue: 236
Date: 30/09/2011

Certificate of experience

We support that Mr. (Ahmed Noori Abdul Wahab Qurainy) may work for our company, Assistant Director and Director of the Office of seeing him efficacy and good governance and behavior during his tenure we have from the date of 15. 9 . 2010 and until the close of business on 30 . 9 . 2011 was provided with this book from us in support for his autobiography in his work with us.

With appreciation



Email : gulf.towers@yahoo.com

عنوان المكتب : التحسينية شارع الدفاع المدني مقابل مركز تطوير الاعلام الامني
عنوان المعمل : الزبير خلف خطوة الامام علي عليه السلام قرب معمل اسفلت البصرة



شركة أبراج الخليج

GULF TOWERS . CO
BAHRANI GROUP



العدد: ٢٣٥

التاريخ: ٢٠١١/٩/٣٠

م / شهادة خبرة

نؤيد ان السيد احمد نوري عبدالوهاب القريني قد عمل لدى شركتنا مساعد مدير ومدير مكتب ونشهد له بالكفأه و حسن الاداره والسلوك طيلة فترة عمله لدينا من تاريخ ٢٠١٠ / ٩ / ١٥ ولحد نهاية العمل في ٢٠١١ / ٩ / ٣٠ وقد زد بهذا الكتاب من قبلنا دعماً لسيرته النائية في مجال عمله معنا.
مع التقدير



المدير المفوض
علي كاطع القطيفي



Email : gulf.towers@yahoo.com

عنوان المكتب : التحسينيه شارع الدفاع المدني مقابل مركز تطوير الاعلام الامني
عنوان المعمل : الزبير خلف خطوة الامام علي عليه السلام قرب معمل اسفلت البصره