

Curriculum Vitae



Personal details

Rami Raad Kadhim Diwan

Iraq -Baghdad – Al-Jihad Neighborhood, 889 / 24 / 3 – ZIP Code 10021

Email : rami.diwan@yahoo.com

Mobile Phone : +964 (0) 771 550 9993

Date of Birth : 5th Jun 1993

Nationality : Iraq

Social status: Single

Education

- Bachelor of Science in Communications and Electronics Engineering 2012 — 2016
Al - Mamon University College , IRQ - Baghdad
- Online Studying- CIPD - The professional body for HR and people development at present
Level 5 (Intermediate) Diploma - Student Number : 21035363



- CIPD** Membership number: 53291633

Work experience

Company name : *Abna'a Dijla (AD) for Security & Protection Services Co. LTD* at present

Job Title : *HR Manager*

Main Functions:

- Responsible for preparation and maintenance of organizational structure of the company.
 - Responsible for preparation and maintenance of HR policies & procedures.
 - Organize ISO management system and Record monitoring.
 - Maintains the work structure by updating job requirements and job descriptions for all positions.
 - Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
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Company name : *Derraa Al Rumaila Security Services Co. Ltd DAR*

from Des ,2016 till Apr 2017

Job Title : Baghdad Airport coordinator

Main Functions:

- Monitoring DAR's Clients who come in / go out the Country.
 - Keeping contact with Clients from airport and guide them from inbound to outbound with my custody to Armored Protection Team APT of DAR.
 - Coordinate with DAR's APT from HQ till they engaged the airport.
 - Cooperate between DAR's Clients and the Costumes in the airport especially their heavyweight stuff.
 - Proper communication with Overseas Clients as Interpreter.
 - As DAR's Representative in Baghdad.
 - Following up visa process of DAR's Expatriates personnel in MOI
 - Booking flight tickets or accommodations for DAR's Personnel and Clients
 - Efforts in Capacities Building
 - Ability to work independently.
 - Ability for research and documentation
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Company name : *Soor al Madina for Security Services Co.*

2016 one year

Job Title : Baghdad Airport coordinator
(Same as DAR position functions job title)

Company name : *Abna'a Dijla (AD) for Security & Protection Services Co. LTD*

2015 one year

Job Title : HR administration Assistant

Main Functions:

- Assist with day to day operations of the HR functions and duties
 - Provide clerical and administrative support to Human Resources executives
 - Compile and update employee records (hard and soft copies)
 - Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
 - Coordinate HR projects (meetings, training, surveys etc) and take minutes
 - Deal with employee requests regarding human resources issues, rules, and regulations
 - Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
 - Coordinate communication with candidates and schedule interviews
 - Assist our recruiters to source candidates and update our database
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Company name : *SICIM S.p.A & Drake and Scull (International Oil Company)*

2014 one year

**Been full this position during the summer holiday*

Job Title : Request for inspection Coordinator

Responsibilities & Duties:

- Floating of RFI at different levels for operation,
 - Tracking and archiving RFI,
 - Generating invoices for payment,
 - Linking with QA / QC for decision makin
 - work monitoring and generating reports.
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Company name : SICIM S.p.A & Drake and Scull (International Oil fields Companies)

2013 one year

**Been full this position during the summer holiday*

Job Title : HSE & PTW (Permit to work) Coordinator

Responsibilities & Duties :

- Preparing and Issuing the Permits of projects by ZFOD, averaging to 300 permits per week.
- Conduct the work finalization checking at the end of each working day. Further ensuring that all duties had been done in the most efficient manner.
- Check the HSE rules in site .
- Conduct the compliance with the technical specifications for the duties.

External Works

- Experience in registration the Foreign companies branch or representative office In Iraq
- Experience Liaising with government authorities and Liaises with Iraqi ministries/directorates
- Experience visa processes and residence / security permits
- Demonstrated experience implementing and working in accordance with government structures, policies and pract Iraq
- Experience of external representation and engagement with stakeholders of different levels

Qualifications

- HRM Certificated - IBMI
- CCNA trainer in Cisco Devices (Router & switch) / M-K nets.
- GSM (SS7 System) Trainer / AsiaCell.
- PC – (100 w/s) - MS word , Excel , Power point– Computer maintenance
- HSE Rules / ENI S.p.A .
- Excavation, Lifting Processing / ENI S.p.A.
- Trainier course , American Global Standards ISO 9001 .
- English Qualification Certificate / University of Baghdad.
- Computer Qualification Certificate / University of Baghdad
- Iraqi Engineers Union Member
- Iraq Private Driver Licence

Languages

- Fluent in English and Arabic

References

Ali Assim Al-Janabi #1

Managing Director

Abna'a Dijla (AD) for Security & Protection Services Co. LTD

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Line Manager

Raad Diwan #2

Chief Liaison & Coordination Officer

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Line Manager

External works

Husameldin Hussein #1

Control Manager | PMC for CNOOC Iraq Projects



P O L A N D

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Cheng Yu #2

Project Manager

Qingdao Yueyang Engineering Consulting Co.,Ltd.

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biao.cheng@qyecc.cn

RE: KTI Poland Personnel Information for Visa Activation

من: (Abdelaziz Hussan (AbdelazizH@ktp.pl
إلى: rami.diwan@yahoo.com
نسخة كروية: IsmailB@ktp.pl; AliA@ktp.pl; 82123@ktp.pl
التاريخ: الخميس، 21 فبراير 2019 10:11 ص غرينتش +3

,Dear Mr. Rami

.It is an outstanding achievement to resolve this annoying issue in such a short time
.We are really thankful to find reliable and trusted partner like you
.Thank you very much for your excellent service which we are pretty sure it will be the rhythm of our future cooperation

,Regards



Husameidin Hussein

Control Manager | PMC for CNOOC Iraq Projects

Mobile: +964 780 962 8369

RE: KTI Poland Personnel Information for Visa Activation

من: (Abdelaziz Hussan (AbdelazizH@ktp.pl
إلى: rami.diwan@yahoo.com
نسخة كروية: IsmailB@ktp.pl; AliA@ktp.pl; 82123@ktp.pl
التاريخ: الثلاثاء، 5 فبراير 2019 8:09 ص غرينتش +3

,Dear Mr. Rami

Thank you very much for the great help and support
.We really appreciate your efforts to get this annoying issue solved
.We are in need for such excellent services and will seek to collaborate with you in the very near future

,Regards



Husameidin Hussein

Control Manager | PMC for CNOOC Iraq Projects

Mobile: +964 780 962 8369