

Dear Sir / Madam

I'm writing in response to your recently advertised position

With more than 10 years' work in management field in Iraq, now i am sure that we must start create the crisis management plan when everything is running smoothly and we involved can think clearly. By planning in advance, we will have time to seriously think about the ideal ways to manage different types of crises.

There is a management philosophy mirrored by ISO 9001 that surely correcting a problem is not as good as identifying its root cause and taking steps to make sure the problem does not recur. That's called "taking corrective action".

That philosophy also says that making sure a problem does not happen again is not as good as preventing it from occurring in the first place (aka, "preventive action"). It follows, then, that risk management is markedly preferred to crisis management.

Risk management are consists of identifying potential threats, assessing their likelihood and their impact (if they were to occur), and taking the necessary steps to eliminate or minimize risks. There are risks we'll always be powerless to avoid or control (severe weather, earthquake, etc.), but we can cope with them - and many others - better simply by implementing effective risk management systems.

Before a crisis strikes, we should think about how a disaster would impact employees, customers, suppliers, the general public and their company's value. A crisis can strike any company anytime, anywhere. Advanced planning is the key to survival.

A crisis that is not managed well can wipe out decades of hard work and company A well-managed crisis confirms that your company has the processes and procedures in place to address almost any issue that may develop.

So this technique is one of a standardized and evolving set of project management principles that I am implementing to be sure for Compliance and adherence to the client policies, strategies and donor requirements., so if your estimate firm need to find Management Advisor who prepare and implement professional project management plan with development risk plan include but no limited to the preventive actions against all uncertain events. I am gladdening to be your man for this job.

Best regards,

Ahmed J. Al-Sharoot .

Ahmed J. Al-Sharoot

Position: Administration Manager.

Senior Planning Engineer.

Address: Baghdad, Iraq.

Tel: +964 7901 203 455 |

Email: hamoode77@hotmail.com
ahmed.j@alrasikh.com

Summary

Administration Manager with more than 14 years experiences in work management system of different types. At the present time I am assigned as Administration Manager of Al-Rasikh & Al- Merjal Joint venture to manage company Administration Depart. Covering all the exist and future projects which are running by the company to include but not limited to power Generation , Rehabilitation & Construction Projects .

During the recent working years I have successfully collect the following achievements:

- planning coupled with effective use of Earned Value Management which were already reduce a lot of issues arising out of schedules and cost overruns and it helped me to get Successfully Reduce for the costs significantly
- High experiences in Communications with Local and Foreign Clients and creating a great work relationship due to fully understanding of the work system requirements .
- High Experience in Logistic services by conducting Supporting for many international companies that visit Iraq this servise may be include but no limited prepare security requirement, accommodation support and prepare meeting with the key persons in Iraq
- Compliance and adherence to the client policies, strategies and donor requirements.
- Prepare qualified team, developed their capabilities to increase their efficiencies.
- Create work system based on unlimited high and financial incentives instead of high salaries, which depends on the positive development and the greatest success in the job.

AJ

Ahmed J. Al-Sharoot
Administration Manager
Senior Planning Engineer

Baghdad

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Areas of Expertise

- Risk Management
- Programs Management
- Budget Management
- Internal Auditing
- Team Leadership
- Cost Control/Reduction
- Profit Maximization
- Process Improvements
- Strategic Planning/Analysis
- Business Development
- Personnel Development
- Logistic service

Work Experience

- Jun. 2016 – Till date Al-Rasikh & Al-Merjal Joint venture Co.
(www.alrasikh.com)(www.almerjal.com).
Administration Manager of Joint venture.
- Dec. 2012 – Jan. 2016 Al-Rasikh Co.(www.alrasikh.com).
Administration Manager of Project Department.
- Jun. 2007 - Dec. 2012 Taj Alsaf Co. (www.atdngroup.com).
Project Manager.
- Jun. 2005 – Nov. 2006 Al-Rasikh Co.(www.alrasikh.com).
Administrative Assistant.
- Oct. 2000- Dec. 2004 Al-Hartha Co. (Belhasa group Branch in Iraq) (UAE)
Assistant Manager.

Education

- 1996 – 1999 Baghdad University
Agriculture Engineering College
- 1992 – 1995 Al-Kindy High school

Language

- Arabic** Native language
- English** Fluent, in speaking and in writing

Technical Proficiency

Platforms	Windows
Applications	<ul style="list-style-type: none"> • Auto CAD. • 3 DS MAX. • Microsoft Project. • Primavera P6. • Microsoft Office. • High Practical Experience In The management of Sever (Share Printer, Account Details, Account Security).

Training course

- Project Management road Map.
- Internal Auditor Course (ISO 9001).
- Windows server2009.
- Auto CAD .
- 3 DS MAX .
- Microsoft Project.
- Primavera P6.

Description of duties as Administration Manager (2012-2018)

Oversees all aspects of projects, from the beginning to the development till implementing projects activities. Make sure that the projects are completed within its consistently high standard and within its budget also the objectives are met on time, suiting the company's image and objectives. Makes sure the projects meet professional standards and industry regulations and all these come through doing the following steps as a part from my duties :-

- ✓ Develops regular budgets and schedules (usually annually) to support the projects implementation.
- ✓ Plan, oversee and document all aspects of the specific projects
- ✓ Work closely with upper management to make sure that the scope and direction of each project is on schedule well as other departments for support.
- ✓ Responsibility for the execution of the projects, manages resources, provides project guidance and monitors and reports on the projects metrics as defined in the Project Management Plan.
- ✓ Monitor plans to ensure the projects' ongoing success.
- ✓ Monitor projects' progress and reports this in regular meetings with high-end managers and any stakeholders funding the projects.

Description of duties as Project Manager (2007-2012)

Management of schedules, budgets, resources and deliverables for project. Monitor team and make sure goals and objectives are being kept. Acknowledgment of larger landscape without neglecting details while tracking project Implements, staying alert for risk and resolving issues as they arise. Maintains standards and monitors scope with project quality.

Duties

- ✓ Oversees strategic plan, monitoring and adapting as needed.
- ✓ Creates project plans.
- ✓ Maintains project objectives.
- ✓ Monitors production and quality to customer/stakeholder/sponsor standards.
- ✓ Identifies and resolves issues and risks.
- ✓ Reports on project progress, offers viable solutions and opportunities as they arise.
- ✓ Implements change practices.
- ✓ Manages resources to make sure schedule is on track.
- ✓ Portfolio management.
- ✓ Lead meetings and set expectations for project team.
- ✓ Maintain budget

References:

1. SAMIR AL-SAATTI

- Business or Occupation
- Senior Projects Manager - Al-Rasikh & Al-Merjal Joint venture Co.
- Phone No. +964 7709773771.
- E- Mail Address samirs@alrasikh.com.

2. MURTATHA JAFER

- Business or Occupation
- CEO – Taj Al-Safa Co. (ATDN Group.)
- Phone No. +1 509-263-6609.
- E- Mail Address tajalsafa@atdngroup.com

3. Reyad O. Essa

- Business or Occupation
- Executive Manager - Al-Rasikh Co. .
- Phone No. +964 7704 621 975
- E- Mail Address reyad.essa@alrasikh.com

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Ahmed J. Al-Sharoot
Administration Manager
Senior Planning Engineer

4. Musaab I. Khaleel

- Business or Occupation
- Marketing Department - Manager
- Phone No. +964 780919 7530
- E- Mail Address musaab@alrasikh.com

Attachments:

1. Certificate of Completion Project Management road Map.
2. Certificates of Appreciation.
3. Internal Auditor Course.
4. A CAD Graduation Certificate.
5. Sample of Authorize letter.
6. Articles published on LinkedIn.

I will be glad to provide any information concerning my employment history, education, or background. All certificates will be provided upon request.

Thank you in advance for your consideration.

Ahmed J. Abdulameer

Mobile: +964 7901 20 3455

AJ

Ahmed J. Al-Sharoot
Administration Manager
Senior Planning Engineer

Baghdad

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ahmed.j@alrasikh.com

Maples Project Management

Certificate of Completion

This is to certify that

AHMED JASIM AL-SHAROOT

Attended

Project Management Roadmap Seminar

27 April 2018

PDUs awarded: PMP/PgMP (3), PMI-RMP/PMI-PBA/PMI-SP/PfPM/PMI-ACP (2)

A handwritten signature in blue ink, appearing to read "Samah Al-Jarrah".

Instructor

UNITED STATES AIR FORCE



takes pleasure in presenting this



Certificate of Appreciation *to*

Engineer Ahmed Jasim Abdul Ameer

For your successful completion of engineering requirements at Taji Military Base. You have proven yourself to be an excellent source for future construction projects in support of Operation Iraqi Freedom. Your initiative, resourcefulness, and willingness to cooperate contributed immensely to the successful completion of the 34th Brigade Latrine Renovation project.

Thank you for a job well done.

JERROD P. McCOMB
Captain, United States Air Force
Senior Engineer Advisor
Logistics Military Advisory Team

13 December 2009



شركة الرخل لأعمال الفحص الهندسي المحدودة

R.E.I. CO.

AL-ROOKAL Co. For Engineering Inspection Ltd.

AL-ROOKAL Co. For NDT Services

AL-ROOKAL Co. For QMS Consultancies

LEVEL III CERTIFIED



CERTIFICATE OF PARTICIPATION

This is to notify that
Mr. "Ahmed Jassim Abdulameer"
Has successfully attended the Training Course of

INTERNAL AUDITOR COURSE ACCORDING TO ISO 9001:2008

For the period of 16th of September to 25th of September, 2017.

Maher A. Ameri
Trainer
ISO 9000

ISO 9000 Lead Auditor



Kassim A. Zalzalla

Director General



Certificate
Of
Appreciation



TAJ AL-SAFA COMPANY

This is to certify that

< Ahmed J. Al-Sharoot >

was employed at Taj AL-Safa Co. (ATDN Group)
as a Projects Manager from May 10, 2007 to
December 30, 2012

While showcasing a professional Management
and commendable work attitude all throughout.

30 December 2012

date

Signature

Murtatha Jafer Abdulsahib

Title



TEAM

BUREAU

Graduation Certificate

We certify that mr. Ahmed Jasem Abdul Ameer had accomplished training course, with a grade of excellent, from 10/1/2006 to 10 /3/2006 in A- Cad 2004 Application as 2D & 3D.



Baghdad Al- Mansour Al Chadirchi Bld.
Tel : 5427050 Email : team909@yahoo.com

ILJIN Electric Co., Ltd.

ILJIN Building 50-1, Dohwa-Dong, Mapo-Gu, 121-716, Seoul, Korea
TEL +82-2-707-9737
FAX +82-2-707-9381
Dalho.kim@iljin.co.kr



Ref No. : 20121107-01
Date: November 07th 2012

To: Whom it may concern
Subject: Authorization Letter for Eng. Ahmed j. Alsharoot

We Iljin Electric Co., Ltd, a South Korean Company, established and registered under the Law of South Korea, our Head office in Korea is:

- 905-17, Manbyeon-ro, Hwaseong-si, Gyeonggi-do, Korea.
- Tel: 82 - 2 -707 - 9737
- Fax: 82- 2-707 - 9381
- E-mail: dalho.kim@iljin.co.kr
- Web site: www.iljinelectric.co.kr

We authorize Eng. Ahmed j. Alsharoot (Iraqi Nationality), to act on our behalf for hotel reservation and contact the security service company in Bagdad as below.

Duration: 3rd.Dec. 2012 – 6th.Dec. 2012

Rooms : 7 Single rooms(The exact number of the rooms will be determined around 26.Nov.2012)

Guest's Name(Korean nationality): (Young soon, Shin) (Hun Sik, Kong) (Dal Ho, Kim) (Seong Hyup, Lee)(Sang Whee, Lee) (Kyong Jin, Baek) (Yong Ju, Shin)

We declare and confirm that Eng. Ahmed j. Alsharoot (Iraqi Nationality) is authorized to take all required procedures and actions on behalf of us, related to the hotel reservation and the security service company.

We appreciate your positive cooperation.

Thank you, best regards.

A handwritten signature in blue ink, appearing to read "HS Kong", with a checkmark at the end.

Hunsik, Kong/ Team Leader
Middle East & Africa Sales / Heavy Industry Division





Iraq



العراق

In Iraq
hard work
is always
crowned

You only Fail,
if you stop trying.
IN IRAQ WE
NEVER STOP

While others
wait for
tomorrow we
take action

AT GE, SOMEDAY IS TODAY



