

# Sajad Mahdi Ali

## Personal information:

Nationality: Iraqi

Age : 28 years

Marital Status: single

## Contact details :

Mob No:0783 320 6000

0780 579 2199

Email: sajad.alrashid@yahoo.com

Address : Basra- Baradaya



A professional with a proven ability to establish and maintain an effective relationship with the pertaining government authorities and local communities and the effective knowledge about the Iraqi immigration legislation, security clearances and local government administration process and proven good experience in the field of Administration, coordination and logistic.

## SUMMARY OF QUALIFICATIONS

- Excellent experience in the field of Administration, Logistics, Public relationship.
- Versatile professional with good communication skills.
- Good team player having excellent Technical, Relationship, Analytical skills.
- Exceptional capacity for creativity, brainstorming, and problem solving
- Dedication to excellence, love of lifelong learning, commitment to self improvement

## TECHNICAL EXPERTISE

Software Suite: Microsoft Office Suite (Word, Excel, PowerPoint, publisher) .

Operating System: Microsoft Windows Family.

## EDUCATION

- Graduated from high school-2012
- Study in British Languages Institute. - 2018
- Certificate Courses
- British Languages Institute. - 2018
- I Have (HSE Induction, ERW Awareness and H2S Awareness) from Exxonmobil Company tanning center June/2015.
- I have Anti-Bribery Awareness from Agility Company.

## PROFESSIONAL EXPERIENCE

### High Tech World Cargo Co.

Basrah, Iraq

Logistic Coordinator

Full Time Job

Mar 2019 to till now.

## Job Responsibilities :

- Coordinate and monitor supply chain operations
- Ensure premises, assets and communication ways are used effectively
- Utilize logistics IT to optimize procedures
- Recruit and coordinate logistics staff (e.g. truck drivers) according to availabilities and requirements
- Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs

- Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction
- Plan and track the shipment of final products according to customer requirements
- Keep logs and records of warehouse stock, executed orders etc.
- Prepare accurate reports for upper management

**Aldar International Co.**

Al-Baradaya, Basrah,Iraq

Full Time Job

**Public Relationship Officer/Administration**

Dec 2014 to Feb 2019

**Company Profile:**

Aldar International co. is a recognized leader in the oil & Gas engineering and construction of offshore/Onshore facilities for the global oil and gas industry.

**Job Responsibilities:**

Public relations account executives are responsible for handling all aspects of planned publicity campaigns and PR activities.

**Other tasks include:**

- Establish and maintain an effective relationship with the pertaining government authorities and local communities.
- Follow the process for security clearances from local government administration.
- Follow the process for issue the visas from Iraqi immigration office.
- Follow all process for Issuance the documents from local government administration and Ministry of Oil&Gas.
- planning publicity strategies and campaigns
- writing and producing presentations and press releases
- dealing with enquiries from the public, the press, and related organizations.
- organizing and attending promotional events such as press conferences, open days, exhibitions, tours and visits
- speaking publicly at interviews, press conferences and presentations
- providing clients with information about new promotional opportunities and current PR campaigns progress
- analyzing media coverage
- commissioning or undertaking relevant market research
- liaising with clients, managerial and journalistic staff about budgets, timescales and objectives
- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary

LG Electronics company  
Basrah, Iraq  
Marketing Supervisor

Full Time Job  
Nov 2012 to Dec 2014

Marketing Supervisor Job Duties:

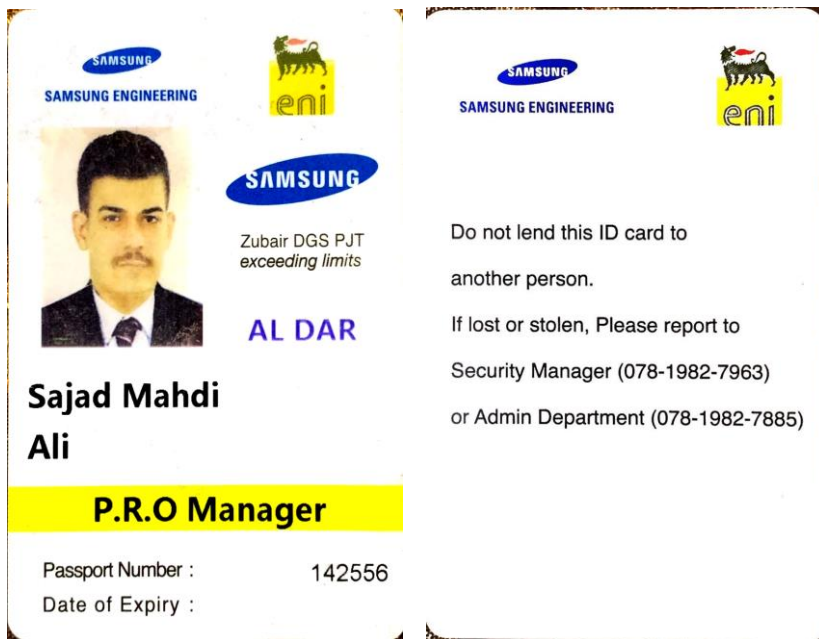
- Interviews, hires, and trains marketing staff members
- Establishes marketing goals based on past performance and market forecasts
- Oversees current offerings and comes up with initiatives for new products or services
- Researches and analyses market trends, demographics, pricing schedules, competitor products, and other relevant information to form marketing strategies
- Works with marketing staff to develop detailed marketing plans for all media channels and sales teams
- Approves and oversees the creative development of promotional materials, website content, advertisements, and other marketing-related projects
- Communicates with various media buyers, advertising agencies, printers, and other services to help marketing projects come to fruition
- Provides in-depth information to interested clients, and acts as a representative for the marketing department in important buyer meetings
- Works within the department budget to develop cost-effective marketing plans for each product or service
- Tracks all marketing and sales data and creates detailed written reports and verbal presentations to bring to senior executives
- Adjusts marketing campaigns and strategies as needed in response to collected data and other feedback

PERSONAL REFERENCES

Bashar Mohammed – LG Electronics Company  
Mobil: +964-7712626000

Ghassan Hani Hussian – Aldar International Co.  
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Mobil: +964-7809286929

Ahmed Mohsen - High Tech World Cargo Co.  
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Mobil: +964-7713333470



REPUBLIC OF IRAQ  
BASRAH CHAMBER OF COMMERCE

**SAJAD M. ALI**  
**29274 / FOURTH**  
**Registration Date 26/2/2018**  
**STRUCTURAL ITEMS**  
**BASRAH - AL-SARAJI**  
**Traed Name 32093 - 26/2/2018**  
**Expire Date: 31/12/2018**



جمهورية العراق  
غرفة تجارة البصرة

الاسم: **سجاد مهدي علي**  
الرقم والصنف: **٢٩٢٧٤ / الرابع**  
تاريخ الانتساب: **٢٠١٨/٢/٢٦**  
النشاط: **المواد الانشائية**  
العنوان: **البصرة - السراجي**  
الاسم التجاري: **٣٢٠٩٣ في ٢٠١٨/٢/٢٦**  
**نافذة لغاية: ٢٠١٨/١٢/٣١**




مكي حسن حمادي السوادني  
رئيس الغرفة

CONTRACTOR

**LSC**


**ZUBAIR**



**SAJAD  
MAHDI**  
**JEN00142556**

باج مراجعة مغولي الشركات

لمكتب التصاريح الامنية فرع الجنوب



اسم المغول : **سجاد مهدي علي**  
الشركة : **الامير لعلية**

يستخدم هذا الباج فقط لمراجعة المكتب اعلاه