



Mahmood Albadran

HR Officer & OFP Coordinator

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It's an honor for me to introduce this C.V. with my personal information to apply to work in your group as an employee contributing in the development of this corporation.

WORK EXPERIENCE

HR Officer & OFP Coordinator

Basra Iraq /CPECC

10/2016 – 12/2019

Achievements/Tasks

- Making timesheet and send to employees every month
- Collect timesheets from the employees
- Making the payroll
- Sending the payroll to the finance dep
- Making the oil field pass
- Camp management

HR Assistant

Basra Iraq /Fluor

10/2014 – 09/2016

Achievements/Tasks

- Making timesheet and send to employees every month
- Collect timesheets from the employees
- Making the payroll
- Sending the payroll to the manager
- Collect the daily report from subcontract
- Making the final daily report for the daily meeting

Surveyor

Basra Iraq /Fluor

10/2013 – 10/2014

Achievements/Tasks

- Working on survey equipments (Level, Total station).
- Make survey tables.
- Collecting data from (Total station) and making the drawings.
- Making the drawings in (Autocad).

EDUCATION

CIVIL

Technical Institute / Basra

2009 – 2011

SKILLS

Computer skills

Driving

Surveying

HR

Time Management

Communication

Ability to Work Under Pressure

Adaptability

Decision Making

Self-motivation

Team work

SAFETY TRAINING

Safety leadership Training, include :

Work Management system WMS

Chemical Hazard

Lock out tag out LOTO

Employee and supervisor responsibilities

Safety Driving

Confined Space

H2s

Fall protection

Job Safety Analysis JSA

Safety task Assessment STA

Portable ladder

Fire Watch Training

Fluor Ethics Training

LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Full Professional Proficiency

INTERESTS

Sport

Reading

Camping

Fishing

Hunting

Watching movies