email
saif.albadrawi@gmail.com

Address
Baghdad / Eelam Q

Phone
+9647803124134

Date of birth
09-26-1978

Nationality
Iraqi

Skills

- Teamwork
- Leadership
- administration
- Mentoring

Languages

English
Advanced

Arabic / Native

Education

Baghdad
2003
Business Administration
Al-Mustansiriya
Universty

SaifAL-Badrawi

General manager /HR Manager

Senior manager/HR manger and administrator for over than 10 years

Experience

Baghdad/IZ

April 2004

September 2004

- **Supervisor/subcontractor**

KBR-Iraq

- **Admin Officer**

Baghdad

February 2005

July 2010

G4S Iraq

- LN's recruitment administration process
- LN's EOC and termination administration process
- prepare and create personal files for employees
- Assist process with Iraqi MOI,MOT,MoO and other depts
- Prepare and maintain MOI monthly return
- process LN's MNF-I badges
- Translation and interpretation support to country director
- Support finance dept with required data and calculation for payroll
- obtain visas for foreign employees
- Used regular updates and company communication channels to keep all staff updated on the firm's corporate objectives
- Trained new employees in the company policy to ensure regulatory compliance and promote high performance
- Worked with various department managers to establish efficient workflow processes, eliminate waste, and improve service delivery
- Recorded, compiled, and filed administrative meetings minutes

- Scheduled meetings and coordinated appointments
- Trained new administrative assistants
- Drafted documents, reports and memos

Visas coordinator

Baghdad/VBC

July 2010

August 2012

Oasis Waters

- liaise with relevant government dept for visas process
- prepare all required document and applications
- submission docs and application chasing up process with residence dept
- obtaining visas for foreign staff

Visa Coordinator

Baghdad

July 2012

March 2015

Aegis Defense (private security company)

- Preparing required docs for visas submission
- Prepare visas applications
- complete process with relevant ministries MOI,MoO,MoT
- process visas with Iraqi residence dept
- obtaining visas for foreign staff

- ## HR Manager

Baghdad

March 2015

December 2016

Unity Resources Group (PSC)

- Managed the recruitment process
- Developed human resource related training for employees
- Operated as an internal auditor analyzing field hiring practices and provided insight and solutions
- Managed all aspects of leave administration, including employee notifications, disability programs, and health benefits
- Reviewed and approved all written corrective action to ensure fairness and consistency
- Reviewed and audited the company recruitment processes, including sourcing, screening, interviews, orientation, and onboarding
- Assessed human resources requirements in areas such as employee relations and organizational culture
- Monitoring HR staff and chasing up reports and HR process
- chasing up process with MOI ,MOT and relevant dept

General Manager

Baghdad

March 2015

December 2016

Unity Resources Group(PSC)

- Responsible for the overall management of Company Iraqi-national personnel and MOI/PSCD interface and compliance.
- Assisting the Country Director in the delivery of Company services across all Iraq projects.
- Responsible for PSCD interaction and ensuring continued

operational delivery in line with PSCD regulations.

- Working closely with Unity Legal Department for all legal and operational implications.
- Responsible for co-ordinating support for all Company regional teams in Baghdad and Basra.
- Being the focal point for all PSCD Licensing compliance whilst working closely with Iraq Legal Team.
- Support all Unity Iraq departments and projects with advice and input.
- Assisting the Country Director with client interaction.
- Interface and specific reporting to company Corporate HQ legal team
- Motivating staff to achieve their set targets and operational goals
- Performing regular employee evaluation and appraisal to assist in performance improvement