

Ali Abdul Kareem Alwan

COMPUTER ENGINEER



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Profile: As an engineer and HR Employee, I love the challenges of working within a Right and fast paced environment. The knowledge gained from my study, training courses, and working in different special sector companies and government, shaped my ability to adapt quickly, work efficiently, think creatively and work effectively as a part of a team or by my own.

Education



AL Rafidain University 2007 - 2011

Department of Engineering Computer Technologies

Graduation Project:

"Study of Ip Router Using Next Hope Protocol".

PROFESSIONAL DEVELOPMENT



1- Training of Trainer (TOT).

Iraq Space Center.



2- Human Resources Management

Iraq center for innovation & development.



3- Course CCNA 200-120

Everest Summit for IT Solution.



Business Innovation Programs

4- Course in Business Innovation program

Ministry of Labor in cooperation with the Norwegian Centre for innovation Business Innovation programs.

Trainings

- Rigging slinging
- First aid
- H2S training
- Fire Fighting.

Safety Training:

(Permeant to work, Risk assessment, Accuse form, Method statement, electrical isolation certificate, etc.)

1- AL-Ressoom Alalamiya Company for Furniture **2019 – Till Now.**

Talent Acquisition T.M. (Recruitment)



Responsibilities: -

- Coordinate with hiring managers to identify staffing needs
- Source potential candidates through online channels (e.g. social platforms and professional networks)
- Plan interview and selection procedures, including screening calls, assessments and in-person interviews
- Assess candidate information, including resumes and contact details.
- Organize and attend job fairs and recruitment events
- Foster long-term relationships with past applicants and potential candidates
- Source and attract candidates by using databases, social media etc.
- Assess applicants' relevant knowledge, skills, soft skills, experience and aptitudes.
- Onboard new employees in order to become fully integrated.
- Provide analytical and well documented reports to the HR Manager.
- Promote company's reputation as "best place to work."

Training Coordinator.

Responsibilities: -

- Defining training requirements based on work needs in coordination with department managers.
- Requesting training companies to get offers.
- Preparing the annual training plan on the basis of priority and necessity.
- Providing all logistical requirements for training.
- Preparing training reports and updating them constantly.
- Online training for most employees (from training platforms).
- Staff Training On Job Training (occupational safety, professional security man, first aid, heavy weights, etc.)

2- WRC for the production of pharmaceuticals. 2019

Human Resources Manager.



Responsibilities: -

- Prepare a business plan that achieves the company's strategic objective.
- Follow up the daily activities of the human resources team which consists of four divisions:
 - a. Human Resources Planning Department:
 - 1. Determine the jobs requirements according to the company plan.
 - 2. Preparation of functional analysis.
 - 3. Prepare the job description.
 - 4. Establishing the Human Resources Department's information bank by organizing and publishing the advertisement on social networking sites (Facebook, LinkedIn, Bayt.com).
 - 5. Archive CVs, select suitable candidates for this position, schedule interviews in coordination with the head of the relevant department and complete recruitment procedures.
 - b. Employees Affairs Department
 - 1. Follow-up of staff in terms of attendance and absence of fingerprint system.
 - 2. Arrange employee files with all details archive them and upload them to the company's system.
 - c. Payroll Department: -
 - 1. Responsible for salaries and allowances of employees.
 - d. Training and Development Division:
 - 1. Evaluate staff performance and analyze it graphically.
 - 2. Determine the training requirement for all departments.
 - 3. Coordinate courses with all departments and identify internal or external training.
 - 4. Follow up the courses and the trainer and trainees to take the results and analysis to learn how to benefit from them.
 - 5. Coordinate travel and hotel bookings for employees when sending them outside the country or within the country.
 - 6. Prepare weekly and monthly reports and submit them to the Director.

3- Gamal Al Wedian for Tourism Investment Company Clint Baghdad Hotel. 2018



1- Assistant Manager of Public Relations and Reception

Responsibilities: -

- Communication: Provide appropriate channels of communication in both directions from the organization to the masses and from the masses to through online communication or mass communication
- Planning and implementing public relations programs.
- Coordination between the various departments of the establishment, Inter-departmental communication.
- Follow-up of all published material about the institution in local or foreign newspapers and respond to them in case of anything or obligation to the establishment.
- Coordination of work between departments and departments within the same branch to achieve harmony between the branch and its internal and external audiences.
- Research, analyze and summarize all matters of interest to the administration and submit them to it
- Receive official guests and ensure their requirements and comfort.
- Preparing press releases related to the activities of the branch.
- Prepare responses to complaints in the light of the Director's instructions, accompanied by documentation.
- Preparation for local and central conferences and forums (active participations).
- Analysis of the information materials contained in the paper and electronic media and their tracking and preparation of responses.
- Ensure appropriate media coverage for all activities.
- Receive complaints and refer them to the relevant authorities to prepare the response, answer and follow up.
- Capture the necessary records, document and classify all these tasks.
- Coordinating with public relations departments and development directorates in other bodies to share experiences.
- Finding the logistics solutions to work and solve them in simple and simple ways to get a job that suits the name of the place Order of work within one team

2- IT position

- Follow up the servers of the hotel reservation system and take periodic backup of the information and operations carried out on a daily basis.
- Processing of audio and video equipment for conferences
- Follow-up of the fire system
- And the establishment of professional safety courses
- work on the telephone network inside the hotel from the maintenance of faults, find appropriate solutions and installation of new devises and follow-up work periodically

3- WeirOil&Gas, Clint: LUKOIL Oil Company.

West Qurna 2 / Iraq – Basra (West Qurna)



[Jun. 2017 - Oct. 2017]

Responsibilities: -

Job Title: - Electrical Tech.

Job Description: - Doing Preventive & Corrective Maintenance.

- As Preventive Maintenance (Checking, Inspection & Cleaning all the power racks at TCC & electrical substations, (6.6kv, 0.4kv) C.B at electrical building, checking the cables by using mugger, filling SF6 gas, checking the motors temperature and coils by mugger, etc.).
- As Corrective Maintenance (fixed all electrical problems at the site.)

4- Menaisco Company, Clint: GE Power & Water.

Al Khairat Power Plant / Iraq – Karbala

Type of GT (Frame 9 /125MW) , Total Capacity (1250MW)

[Apr. 2014 - Apr. 2015]



Job Title: - Senior Electrical Tech.

Job Description: - Doing Preventive & Corrective Maintenance.

- As Preventive Maintenance (Checking, Inspection & Cleaning all the power racks at TCC & electrical substations, (6.6kv, 0.4kv) C.B at electrical building, checking the cables by using mugger, filling SF6 gas, checking the motors temperature and coils by mugger, etc..).

5- STX Company, Clint: Ministry of Electricity.

West Karbala Power Plant MOE / Iraq – Karbala

Diesel Generator / Total Capacity: 300MW



[Dec. 2012 - Jun. 2014]

Job Title: - Operator

Job Description: -

- Operate as Main Power Generators/ Diesel Engine, Purifiers, Boilers, Centrifugal Pumps, make sure and ensure condition of Crankshaft & Main Bearings, Cylinder Liners, Pistons & Connecting Rods, Cylinder Head assembly, Turbocharger, Oil Pump, and Fuel Transfer Pump.
- Take and record V-Max and do Lubrication of Racks.
- Do function test after overhaul, run the engine at low idle for three to five minutes or run the engine at low idle until the jacket water temperature starts to rise, check all the gauges during the warm-up period, do inspection, check the engine for fluid leaks and air leaks, if good condition no more leaks we can increase the rpm to the rated rpm, normally engine operated at full rated rpm and at full load when the engine oil temperature reaches 60°C (140°F).
- Get Operation Data from Control Room
- Preparing Daily Report
- Update Field DataBase
- As Corrective Maintenance (fixed all electrical problems at the site ..)
- The work of the database and the preparation of the relevant reports and send my work to the line manager (Daily, weekly, monthly) reports.

Also worked at the company for the oil services CERT director of HSE and worked for a company in the Asia Cell Telecommunication technician monitoring cameras.

Membership

Member in the Iraqi Engineering Union [Aug. 2012].

Skills

- ERP knowledge.
- MS Office (Word, Excel, Power Point, outlook. etc.)
- English Language (Speaking, writing, communication).
- Planning and organizing.
- Judgment.
- Decision-making.
- Negotiation skills.
- Confidentiality.
- Car Driving License
- Adaptability.
- Collaborating & Team work.
- Communicating Powerfully.
- Drive for results.
- Solving Problems and Analyzing issues.

Also, a well-known with the following:

AutoCAD 2D and 3D, MATLAB program, Programming languages: - C ++, Visual Basic, Assembly, Circuit programs: Electronic Workbench, Computing installation and work on the various photo editing programs and Vide



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