

Sermad Saadi
Baghdad / Iraq
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CAREER HISTORY

<u>Company Name</u>	<u>Position</u>	<u>From.</u>	<u>To.</u>
❖ <i>Iraqi Elite Company, Iraq.</i>	<i>HSE Supervisor</i>	<i>2012</i>	<i>2014</i>
❖ <i>Iraqi Elite Company, Iraq.</i>	<i>HSSE Field Manager</i>	<i>2015</i>	<i>2017</i>
❖ <i>Elite Engineering Office</i>	<i>Accounting & Supervision</i>	<i>2017</i>	<i>Jan 2018</i>
❖ <i>Rania International Company</i>	<i>Accounting & Data Entry</i>	<i>Mar 2018</i>	<i>Dec 2019</i>
❖ <i>Habari AL-Khaleej Trading Co.</i>	<i>Accounting</i>	<i>April 2020</i>	<i>July 2020</i>
❖ <i>Prime Zone Tech</i>	<i>Sales Coordinator</i>	<i>Jan 2021</i>	<i>Present</i>

DUTIES AND RESPONSIBILITIES:-

- ❖ liaising with auditors
- ❖ liaising with Government offices (Oil and Gas)
- ❖ Calculate, prepare and fill monthly / annual accounts forms
- ❖ Data entry and written communication with the Government offices (Oil&Gas)
- ❖ maintaining professional communication and relationship with the clients
- ❖ Responsible for the Administration, Coordination and Implementation of HSE Program on all industrial maintenance projects.
- ❖ Interface with craft, management and client representatives on HSE program compliance and employee HSE requirements.
- ❖ Advise site management and serve as a resource for the technical interpretation of Health, Safety and Environment Regulations in addition to company and client policies and procedure.
- ❖ Assess HSE performance and identify trends data analysis.
- ❖ Prepare HSE reports and safety evaluation.
- ❖ Coordinate and/or conduct HSE trainings to ensure compliance with client, company and regulatory requirement.
- ❖ Develop safe work practices as needed.
- ❖ Facilities incident investigation
- ❖ Contact customers and prospects to arrange appointments or to make follow-up calls to confirm orders or delivery dates.
- ❖ Contribute to customer satisfaction by ensuring the accuracy and timely processing of orders.
- ❖ Handle orders by telephone, email or mail, and also check that the orders have the correct prices, discounts and product numbers.
- ❖ Maintain the clients and sales records reports

Key Skills and Competencies

- ❖ Strong decision-making skills and the ability to prioritize and plan effectively.
- ❖ written and verbal communication skills
- ❖ ability to work remotely with minimal supervision
- ❖ Methodical approach to all tasks.
- ❖ Ability and also willingness to work in all weather conditions.
- ❖ Excellent supervisory skills.
- ❖ Excellent communication skills.
- ❖ Self-directed and goal-oriented.
- ❖ Excellent in working with multi-disciplinary team.

Computer Proficiency:

- ❖ Operating system : MS Windows, MS-DOS
- ❖ Office suit : Working knowledge of MS-word, MS-excel
- ❖ Programming languages : Visual basic

ACADEMIC QUALIFICATIONS

Bachelor of Business Administration, Al-Mansour University, Baghdad, Iraq (2008 - 2012)

PERSONAL INFORMATION

- ❖ Date of Birth : 31st May 1989
- ❖ Nationality : Iraq
- ❖ Home Address : Baghdad / Al-Jadryia Near Babylon Hotel
- ❖ Marital Status : Married
- ❖ Father's Name : Saadi
- ❖ Languages Known : English, Arabic
- ❖ Hobbies : Reading of books and sports
- ❖ Key Strengths : Team-work, Keen learner and managing skills

DECLARATION

I hereby declare that the facts given in resume are correct to best of my knowledge and belief.

Sermad Saadi