

Curriculum Vitae

Mohammed R. Al-Adli

Address: Baghdad/Iraq ▪ Phone: +9647807639975
Email: mum_nw@yahoo.com OR development25@gmail.com

PERSONAL DETAILS:-

Date & Place of Birth : 1979, Baghdad
Marital Status : married. 2 kids .
Nationality : Iraqi.
Zip/Postal Code: 10001.

Education. B.Ch. English language.

OBJECTIVE:-

- A full-time job in positions where I can demonstrate my skills and contribute to the employer organization.
- Ready to work for long time reaches to 15 hours a day.
- Travelling anywhere and anytime if work requires and ready to relocate.
- A high sense of responsibility.
- Ready to work with a team and be part of it

Knowledge Languages: Fluently in English language and Arabic tongue.

Work Experience Period: More than 22 years.

- 7 years 1998-2004 Local Iraqi Marketing Researcher & Sales Supper visor.
- 4 years 2005,2006,2007,2008 Foreign Company PSO Projects Security Operations .
- 3 years 2009,2010,2011 General Contracts ,oil projects and consulting.
- 8 years 2012,2013,2014,2015,2016,2017,2018,2019 international sector Admin and coordinator, HR foreign Co , Senior Manager in Diplomatic field.

Current Buisness type:

- ☐ International School . ELT. English Language Teacher.
- * Advising student on career issues.
- * Organizing and delivering classroom lectures to students.
- * Evaluating a students' class work and assignments.

- * Preparing classroom and coursework materials, homework assignments, and handouts.
- * Recording and maintain accurate student attendance records and grades.
- * Classroom management.
- * Developing English lesson plans in line with the National Curriculum.
- * Maintaining discipline in the classroom.
- * Creating a vibrant teaching atmosphere.

Last Work type:

- Iraqi Senior Local National Manager LNM.

Duties and responsibilities:

- Provide local management, interpretation, and assistance between Co. and Gov. and international team /LNLs/Candidates.
- Conduct coordination between Co and the Iraqi counterparts.
- Draft meeting agenda, and execute follow-up to meetings and team conferences.
- Provide assistance to Co through offering clear insight and better understanding of Iraqi local culture.
- Keep all my work-related documents and details confidential.
- Consistently recruiting an excellent staff.
- Maintaining a smooth onboarding process.
- Training, counseling and coaching our staff.
- Resolving conflicts through positive and professional mediation.
- Carrying out necessary administrative duties.
- Conducting performance and wage reviews.
- Developing clear policies and ensuring policy awareness.
- Creating clear and concise reports.
- Giving helpful and engaging presentations.
- Maintaining and reporting on workplace health and safety compliance.
- Handling workplace investigations, disciplinary and termination procedures.
- Maintaining employee and workplace privacy.
- Leading a team of junior human resource managers.
- Hiring the new employees after pass Co process from test, interview, screening, medical test.

Committee Membership:

- Iraq Oil Report.
- ITA Iraq Translation Association .
- Iraq Business News.
- IRTF. Iraq Investment & Reconstruction Task Force.
- UNGM. United Nations GlobalMarketplace.RN.206.425.
- License of Iraqi Traffic.
- NCIT National Council of Teachers of English .
- ILETS Advantages & AE.

- IQLC. Iraqi Linguistic Center.

Posts, Conferences & Fairs.

- Oil & Gas Basrah _Iraq 25-28 Nov.2011.
- Certificate of Timekeeping April 4th.2013.
- HP. Life Learning Courses Oct.-Dec.2015.
- 2 Medical certificates of training (Basic 1st Aid 11.May.2017 & Operation Medicine 2nd.July.2018).
- IELTS. English language teacher at international school.

SKILLS & QUALIFICATIONS:

- Computer skills (MS Office: Word, Excel, PowerPoint, Outlook) Printing skills (English40, Arabic40) Internet access, data entry skills, good experience in administrative office routine. Personal Skills: Confident, Team player, easy-going, hard-working, diligent, reliable, motivated, punctual, ambitious, work under pressure & minimum supervision, highly organized, familiarity with social networking sites, good ability to communicate with individuals & with full knowledge of Iraqi military structure & institutions also culture & Society besides military combat & weapon skills. 5 years working professionally on MS Word, Excel, Power Point, Access, Outlook Express, emails and internet access.
- Well experienced since 1998.
- Neat and clean appearance.
- Follows safety procedures.

REFERENCES: Available upon request.

I hereby certify that all information provided in this CV is correct

Mohammed R. F.