



Name Maad Sadiq Abdullah Al -Dahan

Born Basra, Iraq

Status Married

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Education:

- Master in Navigation/Chief Engineer (Denmark.
-Course in Depositories Management/Iraq.
- Pollution, Survival, Advanced First Aid Course and firefighting.
- Carrier's Familiarities.
-Advanced course in Communication Systems (GMDSS).
- Modern Management course with Logistics.
-Document specialist JICA loan/M.O.T.
-Human Resources Management Diploma HR./Manchester International Training Collage. (certificate attached).
- Logistic senior manager from Cambridge Collage Britain. /Under way
.
- 9074-Anti-Corruption Manual Training CBT.
-Project Manager Professional Diploma PMP /Cambridge Training College Britain/Certificate attach.
Sale and Marketing Diploma /John Heber Academy/certificate attach.
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Employment: -

****Company_Name:** Al-KHAMEL for marine services & logistic company

Location: Basrah/umm Qasr
2016-2019 HR. manager

Responsibilities:

<ul style="list-style-type: none">-All logistic operation activities.-Prepare daily movement report.-Hold meeting with related government's office and principle.

****Company Name:** International for shipping & clearance L.L.C// Ocean Star marine services

Location Basra.
2015-2016 operation /sub manager

Responsibilities:

All operation activists

****Company Name:** U.N /Iraq///short term contract.

Location kuwiat

2015 project as senior Administrator

Responsibilities:

<ol style="list-style-type: none">1-Manage a complex calendar that includes scheduling meetings and travel, video conferences, trainings (Off-site and / or internal), group events and booking conference rooms.2-Perform administrative support duties, including but not limited to drafting and typing correspondence, making copies, preparing binders, answering and screening managers' phone calls and directing inquiries to the proper party within the team, and maintaining and ordering office supplies.3-Establish and maintain effective and cooperative professional business relationships with all levels of management, employees and outside companies.4-Manage and address escalated complaints/issues from Visa cardholders coordinating with Corporate Communications and respective functional group accountable for action.5-Act as a liaison, problem solver, and facilitator as the first contact for the senior leader.6-Manage Quarterly All Staff and Quarterly Senior Leadership Meetings including logistics, agenda/materials, onsite support and event management.7-Travel on occasion to manage offsite leadership and client meetings, approximately 3-4 times per year.
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** Company Name; Sharaf shipping and marine services .
Location : Basra-Al-Jazaer str.
2012-2014 HR Coordinator.

**Company Name: Ks-Denis clieck -Turkish company for salvage and logistic Ltd owned by
Mr. Kahraman Sadik Ogluo

Location : Turkey- Iraq/Basra umm Qasr, KZP.
2011-2012 project manager and HR Coordinator Assiatant

Responsible:

Attend meeting of senior management
Attend regular meetings for management
Prepare payroll and monthly payment certificate.
Follow implementation of quality management plans and related documents.
Edit and review procedure, forms, records and instruction for all department.
Make side preparation
Dealing with computer, internet, printing and photocopying machines
Ability to address most of the work in the timing of one without confusion.
Raising weekly report to the director.
Keep all record, documents, reports to internal audit

**Company Name: Inter-disciplinary Research Consultants, Basra (IdRC)/JICA
Location : Iraq & Jordan
2009-2011 Documents Specialist

working under contract to Japanese consulting engineers Nippon Koei to supervise JICA loan for Iraq ports. Responsible for a wide range of duties pertaining to the management of hard and soft copy file of documents.

- Deal with preparing of bidding documents and hold Bid Opening secession, evaluation of the submitted bid according to JICA's Bid Evaluation and criteria, prepare the necessary contracts. responsible for a wide range of duties pertaining to the management of hard copy files stored on Document Control Room
- management of electronic files generated by Engineering
- store personnel data in the Port's Document Management System (DMS), electronic library
- responsible for the development and maintenance of databases for tracking of public works projects
- Analyzing the content of the documents, retention, storage, retrieval of records.
- Other duties at the equivalent level
- Transfer the digital files to the document management system library.
- Interfaces the related officer to ensure the meets of legal requirement.
- Deal with all bidding documents.
- Do all internal distribution of hard copy files and hard copy archiving store on

and off site.

- Update all information.
- Converts selected hard copy files to electronic format by scanning them into the DMS
- electronic library
- posts document files via Intranet to all persons in concern and Posts Request for Proposal (RFP) and Request for Qualifications (RFQ), posts public works information,
- Trains and assists department personnel in the use of document.
- Prepares end-user system documentation.
- Generates comprehensive written documentation of all procedures

**** Company Name:** York International Company (HAVAC)

Emaar Uruk Co. For Oil & Gas services LTD with Ariba Sourcing and ISN./Sale department.

Location : Iraq-Basra /Shuabia

2007 - 2009: Office manager

Responsible:

- Responsible for develop and maintain of databases for tracking of company works projects.
- Analyzing the content of the documents, retention, storage, retrieval of records.
- Other duties at the equivalent level.
- Interfaces the related officer to ensure the meets of legal requirement.
- posts document files via Intranet to all persons in concern and Posts Request for Proposal (RFP) and Request for Qualifications (RFQ), posts public works information,
- Trains and assists department personnel in the use of document.
- Prepares end-user system documentation.
- Generates comprehensive written documentation of all procedures

For Ariba Sourcing and ISN responsible for all correspondences, translate all incoming and outgoing email and reverse and duties pertaining to the management of hard and soft copies of files.

Review and study all draft contract with ISN center/Canada.

Pricing all bidding with support of mother office in Kuwait.

Deal with all bidding documents and do all internal distribution of hard copy files and hard copy archiving
store personnel data in the Port's Document Management System (DMS), electronic library

Analyzing the content of the documents, retention, storage, retrieval of

records.
Other duties at the equivalent level

** Company Name: Unity Resources Group, Basra
Location IRAQ:
2005 - 2006: Project manager, NDI National Democratic Compound

Responsible for the security of the compound.

2005-2006: Asia Cell, Basra

HR coordinator for the first Iraqi mobile telephone company, with 10 years' experience in northern Iraq (Kurdistan)

Work with

- Recruitment,
- Assuming duty,
- Leave request,
- Identity settlement,
- End of service clearance,
- Insurance data,
- Overtime etc.
- Monitoring wide database for employees
- Accounting module with costing report
- Employee ledger summaries all employee activities

Company Name: **Maersk Iraq Ltd (Danish Company) at Khor Al-Zubir Port.**
Location : Iraq-Kuwait

2004 - 2005: Iraqi operation manager

Responsible for port operation terminal and agency,
-Check and follow up all cargo gates in/out papers.
- Port Security.
- Repairing issue,
-Look for berth/departure of the ship (Especially Container ship which belongs to Mersak Line (Employer ship).
-Ensure Safety mooring of ships.
-Coordinate with General Company of port of Iraq authority to prevent traffic interference with port operation

Company Name: Erinys Iraq Ltd

Location : Iraq-Kuwait

2003 - 2004: Regional sub-manager

for UK security company, securing Iraqi oil pipelines. South Region Administration manager of Iraqi oil protection force (Basra, Ammara, Nasiria and Semawa.).

Responsible for the entire logistics department

- Responsible for internal communications and presentations related to key performance metrics, program updates and on-going program information.***
- Manages the supply of logistics-related data to support all segments in the day-to-day transportation activities of posted operation throughout locations. Investigates potential risk and other matters of significance, and provides and implements solutions.***
- Consults with segments to understand their distribution networks and determines the logistics resources required to support equipment, safety, personnel and maintenance. Negotiates with supply sources to meet technical requirements.***
- Selects and hires employees. Trains and evaluates employees to enhance their performance, development, and work product. Addresses performance issues and makes recommendations for personnel actions. Motivates and rewards employees including providing salary increases, bonuses and promotions within allocated budgets and company guidelines.***
- Perform a wide variety of duties to ensure that product is being shipped internationally Export/Import in a cost efficient, timely and compliant manner.***
- Handles special projects, as assigned such as freight bill auditing and processing payments.***
- Prepares and recommends operating and personnel budgets for approval. Monitors spending for adherence to budget, recommends variances as necessary.***
- Responsible for the strategic and operational planning of Customer logistics operations.***
- Ensure that partners understand and accept Customer guidelines and requirements for all logistics operations, including service and repair.***
- Manage on-going partner relationships.***
- Root cause analysis and problem resolution for all logistics operations.***
- Serve as liaison with all internal and external partners for daily operational activities - Track, analyze and communicate key performance metrics.***
- Responsible for all logistics operations and support across all distribution channels.***
- Drives the design, development, implementation and management of logistics solutions for Customer.***

Reporting:

Report to: Supply Chain Manager

Work with :

- Payroll**
- Leaves (All Types)**
- End of Service (EOS)**
- Loan**
- Payments and Bank Transfer**
- Additions / Deductions**
- Absence**

- Stop / Release Salary
- Budgets
- Recruitment
- Evaluation
- Training
- Costing Documents Scanning (Employee & Company)

2003-2003 : UN Area Mine Action Coordination Team

Operations Officer, Officer-in-Charge of United Nation /AMACT Basra office

2000-2001: Chief Instructor in Planning & Programming/Arab Gulf Academy.

1983-1999 : Iraq Merchant Marine

Master of foreign going ships, including following vessels and types:

- Bulk carrier-Second Mate
- Reefer ship-Second/First Mate
- General Cargo ship /Chief Mate-Master
- Supply Ship /Master
- Container ship. /Chief Mate
- School ship /Master

Languages

English

Danish

Arabic all written and spoken fluently. Good in translation.

Other

Very good at using GPS for marking a position and locating any waypoint and route.

Very good in computers including Word, Excel and Power-Point.

Very good in internet use and chat.

I have valid international passport

I have international and Danish driving licenses.

I have been in these countries:

USA, France, Sweden, Germany, Belgium, South Africa, USSR, Egypt, Italy, New Zealand, Japan, Korea, Turkey, Malta, Kuwait, Ecuador, Panama and others.

I shall be able to provide evidence and / or official certification on most of the above information on request.

Vbrgds
Capt Maad Al-Dahan