

Shuroq Mohammed Barrak

shuroq.m@yahoo.com

009647733455804

Iraq, Baghdad

PERSONAL INFORMATION

- Date of Birth: 21 March 1991.
- Gender: Female.
- Marital status: Married.
- Nationality: Iraqi.
- Languages: Arabic (Mother tongue)
English (Proficient– reading, writing, talking).

EDUCATION HISTORY

- University of Basrah / Engineering College, Iraq, B.Sc. in Mechanical Engineering, 2009-2013.

Core Skills:

1. Excellent knowledge of ROO HSE Golden Rules.
2. Good Supervision and Coordination skills.
3. Flexibility, problem solving abilities, good communication and creativity.
4. Ability to manage multitasks & establishes effective work priorities.
5. Willing to meet challenging requirement & ability to work effectively in all environments.
6. Strong interpersonal and leadership skills.
7. Especially adept at working in a team environment
8. Comprehensive written and verbal communications skills.
9. A good experience in Microsoft office applications (Excel, Words, Power Point Arabic and English language, Visio and Outlook).
10. A good experience in Maximo System.

Work Experience:

- **Employer: NES Global Talent.**

Position: B.S Transportation supervisor from Nov/2015 till Aug.2018

- Client: BP Iraq (Rumaila Operating Organization – ROO).

Key Responsibilities:

1. Helping the team understand performance targets and goals.
2. Following the Dept. actions with team members.
3. Plan meetings and take detailed minutes.
4. Sharing company updates, financial results and new objectives with team members.
5. Identifying and resolving workplace problems, including tardiness or absenteeism.
6. Providing reports and activity updates to management.
7. Translation letters, reports, documents, and contracts.
8. Preparing and controlling the budget and expenses of the Dept.
9. Deliver Maximo training to team members in English and Arabic language.

- **Employer: NES Global Talent.**

Position: cost controller from Nov/2014 till Nov/2015.

- Client: BP Iraq (Rumaila Operating Organization – ROO).

Key Responsibilities:

1. Preparing and controlling the budget and expenses of the Dept.
2. Checking all invoices that related to the Dept.
3. Providing reports (weekly, monthly, and yearly) of the Dept. expenditure to manager.
4. Liaising with the finance department with regards to establishing monthly evaluation of work done, goods received and services rendered for invoice preparation and verification.
5. Work with all relevant project personnel to ensure that cost control procedures are in place.
6. Raising the purchase requests of materials via Maximo system.
7. Having a direct control of heavy vehicle rental contract including (request equipment, update and format database of the contract, organize meetings, and control the budget of the contract.)

- **Employer: NES Global Talent.**

Position: B.S Transportation Database Administrator from May/2014 till Nov/2014.

- Client: BP Iraq (Rumaila Operating Organization).

Key Responsibilities:

1. Document design and format relevant documentation to the Transportation department.
2. Will primarily maintain databases of the Transportation ensuring accountability and update from monthly timesheets and invoices Databases will at a minimum record Jinsiyah No's, DDT & HSE passport information, points of contact and accrued driver's violations, cost , vehicles information.
3. Will ensure databases are recorded in English and disseminate to office management.

4. Will notify management of any conflict of information from timesheets, and invoices and information recorded in databases.
5. Will process, maintain and ensure accuracy of driver medical records and time sheets.
6. Will expediently process approved client vehicle requests.
7. Will translate Arabic hard copies to English electronic databases.

• **Admin assistant at supply chain (procurement Dept.) – Oil Serve Company, North Rumaila – Basrah, Iraq – from March. /2013 till May/2014.**

Key Responsibilities:

1. Organize and schedule appointments with suppliers.
2. Prepare purchase requests, letters, and forms.
3. Prepare the regular reports and submit to manager.
4. Order office supplies.
5. Submit and reconcile expense reports to manager.
6. Liaise with executive and senior administrative assistants to handle requests and queries from senior managers.
7. Update and format the database of purchasing as a daily basis.

- **Sky data entry at HSE Dept. – Oil Serve Company, North Rumaila – Basrah, Iraq – from Jan. /2014 till March. /2014.**

Key Responsibilities:

1. Insert the data of risk cards into sky data entry program within time limits.
2. Review data for deficiencies or errors, correct any incompatibilities if possible and check output.
3. Translate the data of risk cards from Arabic to English.
4. Keep the system up-to-date.
5. Send weekly and monthly reports to manager.
6. Send and receive emails.

Training courses & Certificates

- HSE Training at North Rumaila.
- English Training at Al_Delma/Basrah.
- Business writing at ROO/HQ/SR.
- Maximo training at ROO/HQ/SR.
- English Telephone at ROO/HQ/SR

References

- Nabeel Jasim Jasim.Nabeel@roobasra.com (ROO Transportation Manager)
- Liu Wentao liuwentao@cnpcint.com (ROO B.S Base Manager)

Any relevant recommendation letters will be supplied upon request.