

Ammar Albubsiri (CURRICULUM VITAE)

Contact details

Full name: AMMAR AYED MAZYED ALBubsiri

Date of Birth : 5/7/1994

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Personal summary

Have fresh mind, ability to work in any situation and condition with fast learning good leadership skills qualifying me to improve and develop in fast way to achieve my goal To be a successful administrator.

Qualifications

B.Sc. in Management and Economics Department of Finance and Banking, University of Basra 2016.

Certificates

OSHA Occupational Safety and Health Professional 30 hours from IMPERIAL UNIVERSITY INDIA.

PMP Project Management Professional 35 hours from IMPERIAL UNIVERSITY INDIA.

Work Experience

Arab Contractors

Location/Iraq – Basra- alhartha

Project name : Basra Water Supply Improvement Project

Date: since 2016 - till now

Document Control /Administrative

Workin as part of a team and Supporting the Office manager . Responsible for the day –to-day tasks and administrative duties of the office.

Duties:

- Implement and maintain document control processes and procedures
- Develop and maintain the Document Management System
 - Manage all flows of documents either in electronic form or on paper support
- Ensure Document Management accordingly to established procedures or standards (documents numbering, formats, issuance, review, dispatch, recording and archiving)
- Maintain and manage electronic and hard copy documents as required
- Process incoming documentation (registration in the EDMS, internal distribution, archiving)
- Process outgoing documentation (transmit to Client and Suppliers/3rd parties)
- Makes sure that controlled copies of latest approved documents and drawings are distributed internally and externally (Clients and Suppliers)
- Ensure control and coordination of projects documentation and data
 - Ensure all drawings/documentation are correctly identified, distributed and filed/stored
- General document control activities such as photocopying, scanning, analysis of suppliers documents compliance with Project standards regarding numbering and all others aspect related to document quality
 - Assistance in the preparation collation and issue of reports and registers as may be required
- Communicate and liaise with Project Teams, Suppliers/3rd parties to agree standards, systems, efficient flow of documentation, handover and close-out of Project activity to ensure consistency in document control as required
 - Monitor technical documents review and approval in accordance with agreed schedule
 - Monitoring of documentation progress in cooperation with the project planner
 - Maintain confidentiality around sensitive information and terms of agreement
 - Undertake any other ad hoc projects/duties assigned
 - Prepare ad-hoc reports on projects as needed

AL IMAN COMPLEX

Location /Iraq - Basra / Electronics market

date: 2013-2014

I worked in this complex as an administrative and sales manager and had deals with computer dealers and spare parts.

Qi Card International Smart Card Company

I worked in this company for six months with a data entry position and my job was to rely on speed in using the keyboard and accuracy.

Ihorizon Company

Location / Iraq-Basra/ Aljazaer- Abbasiyah

date: 11th Jun/2016- 1th Jul 2017

This company works in the field of network marketing and has worked as a regular marketer to be stepped up and started moving from one degree to another started from the instructor - project viewer - team leader.

Key Skills & Competencies

The English language skills are (good in speaking, very well in writing and very good in listening and understanding).

working perfectly on Microsoft office program (Word,Excel,Access and Power point).

Programming all kinds of computers and maintenance (laptops and desktops).

Monument and update online networks .

Installation and programming of surveillance cameras and control.

The possibility of work or provide information about the financial markets (exchanges of local and global) and indicators

The possibility of working as an auditor and financial analyst (for all financial statements, records and documents)

Have great skills in diving (I have been diving in the Caspian Sea and diving in the Mediterranean and I have Turkey's diving certificate).