

Curriculum Vitae

PERSONAL INFORMATION

Name: Haider Abdu Almunaam Albayati

Address: Baghdad / Iraq

Mobile: 009647809755567

Email: hiader.albayati@gmail.com

Marital status: Married

Nationality: Iraqi

Place of birth: Baghdad/ Iraq

Date of birth: 7-Oct-1990



QUALIFICATIONS

Bachelor's degree in Business Administration, 2012

Dijlah University College

PROFESSIONAL EXPERIENCE

1 April 2017 till 1 September 2018: working as HR and Administrative affairs specialist in Enka Insaat ve Sanayi A.S, Iraq Branch.

1 July 2016 till; 1 April 2017: working as HR and Administrative affairs specialist in Karadeniz holding company (Karpowership) Iraq Branch.

Duties:

1-Following up and reviewing all letters and issues between government ministries and the company. (Financial matters, official letters, visas).

2-Translation of official letters from the ministries to the company and responding it.

3-Follow up company shipments to Iraq considering all paper work between the company, customs and the ministry

4- Assist human resources department in visa matters.

5- Travelling between Baghdad and Basra to follow up the work of the power ship and also preparing commercial lists and send it to ministry

6- Assist human resources department in Head Quarter.

1st of March 2016 till; 1 of May 2016: working as a Sales representative in a commercial company in Amman/Jordan

1st of December 2012 till; 1of march 2016: working at (Enka Teknik Company)

in Baghdad / Iraq as an: Administrative Assistant\ Company Representative.

Duties:

1- Follow-up workflow in projects implemented by the company sites and giving approval to the project implementation

2- Sending and following up official letters and documents between the company and government institutes, Such as ministry of electricity, ministry of Oil, tax and custom clearness offices and trade bank of Iraq.

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3- Supervising and giving an evaluation of the project at the site and communicating with the heads of the work site to solve any problems related to the work in Baghdad and other cities outside Baghdad

4- Responsible for direct communication and dealing with several companies such as:

Baghdad Construction Company

Gezairi Transportation Company

Bertling Transportation Company

July 2012 till September 2012: an accountant in an aluminum factory

WORKSHOPS

Occupational and work safety: from November 2013 to December 2013

CONFRENCES

In Baghdad / Iraq

1- The Technical Preparatory Conference for the first exhibition of electricity: February 2014

2- Participating in the first exhibition for Electricity: from 11th of February 2014 till 15th

February 2014, interviewing and meeting with almost 20 companies.

3- Participating in the first exhibition for Electricity: from Second of April 2018 till fifth

April , interviewing and meeting with almost 50 companies

COMPUTER SKILLS

Good knowledge in using computer and its office software's like (word, excel, etc.)

HOBBIES :

Reading, Internet, Sports

LANGUAGE PROFICIENCY :

1- Arabic (mother tongue). Excellent

2- English (reading, writing and speaking) Good

Recommendations:

I have a recommendation from ENKA TEKNIK Company; reference /Alp Zor; country manager/www.enkateknik.com