

# Dawood Salem Al-Saad

Iraqi , Al-Basrah

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## QUALIFICATIONS

Highly motivated Administrative Personnel with outstanding experience in Administration , International & Local Procurement / Logistics Operations , Finance of more than 27 years plus excellent skills in SAP/PRISM / PowerMax , JDE Systems as well as Office Package supported by a wide range of connections and contacts with International Suppliers, Local Wholesalers, Vendors and variety of Reliable Services Providers.

## EDUCATION

Military Individual Certificate/ Administrative Warrant Officer, October 1983 , School of Administration Affairs (Iraqi Army/Ministry of Defense), 3<sup>rd</sup> Grade , Taji , Baghdad, Iraq.

Bachelor Degree. Business Administration ; June 1982 , Very Good Grade , University of Basrah, Collage of Administration and Economics, Basra, Iraq

## PROFESSIONAL EXPERIENCE

### Site Administrator

Feb/2020 To Nov/2020

GE Gas & Power , Iraq , Responsible for all Administrative & Finance duties of GE Staff as well as Procurement & Logistics Requirements Of Samawa Power Plant in Al-Muthana Province.

### Senior Buyer

Mar/2019 to Dec/2019

Weatherford Oil Tool Middle East Ltd. Basra Iraq, Part of Procurement team Responsible for purchasing Oil & Gas items with verity of Company's requirements (North & South Iraq) from International and Local Market together with procurement of Services to company & Clients , processing Purchases in JDE System to raise Orders quotations and purchase orders , follow up shipments and deliveries to CWH.

### Senior Procurement Officer

Jan/2018 to Jan/2019

Tareek Al-Hareer Contracting Co. Team Leader of Procurement and Logistics Department in charge of Planning , Sourcing and purchasing of Goods and Commodities from International & Local Market together with procurement of Services to Clients in the Oil & Gas Fields as well as Governmental Sector , Preparing and submitting Offers and Bidding documents to Clients and finalizing shipments and anticipate deliveries , Maintaining updated Physical Assets sheets, vendor and suppliers records, Warehouses Stock .

### Senior Logistics & Procurement Assistant

Mar/2016 to Dec/2017

IOM Iraq Mission , Basra Office, Focal Point of Procurement & Logistics Team responsible of Local Procurement of Goods & Services inclusive NFIs, SBPs, Rental Contracts of Premises ,Vehicles, Offices & Warehouses, Security Company...ETC), Assets & Goods inventory Records (Physical & System), Construction & Rehabilitation Projects as well as Transportation ,Prepare weekly & Monthly Reports/Statistics, Process RFQs , PRs, Placing orders ,Collecting Offers & Bids , Negotiate Quotations, Qualities, Payments Methods & Deliveries ,Processing BASs & POs ,GRNs, PVs , Effecting Payments for received goods, commodities & completion of services.

### **Office Manager**

**Nov/2014 to Dec/2015**

**Khairat Al-Latif Contracting and General Trading Co.** Responsible of Administration ,Procurement and Logistic services together with Liaising with Local and international companies to supply variety of Equipment, Vehicles , goods, Furniture , requirements and services for Hospitals , Schools , Camps & Projects ..ETC .

### **Administration & HR Manager**

**Aug/2014 To Nov/2014**

**ICTSI/Basra Gateway Terminal Co.**, 3 Months Short term Contract, Responsible of all administration and Human Resources activities of the Project ( Such Contracts ,Expats Visas ,Blood Test, transportation ,Accommodations, Time Sheets & Pay Rules , Attendances ,Leaves , Statistics ,Drafting Arabic & English Correspondences & Reports, filing ...ETC) **in addition to filling vacant position of Procurement Manager** by providing International and Local supplies , requirements and services.

### **Administration Manager**

**Feb/2014 To Aug/2014**

**Shamara Holding / IFC** , Six Months Contract as Administration Manager for "Shatt Al- Basra 1250 MW Power Plant" responsible of all administration and Human Resources activities of the Project ( Such Contracts, Drafting Arabic & English Correspondences & Reports , Expats Visas ,Blood Test ,Transportation ,Accommodations, Time Sheets & Pay Rules , Attendance ,Statistics, Electronic & Hard copies Archives & Records ...ETC)

### **Administrator & Technical Translator**

**Jul/2012 To Jan/2014**

**SPIE Oil & Gas services** , Administrator and Technical translator assigned to provide Administrative and Human Resources duties to Expat and local trainers / Instructors as well as Preparing & Translating Technical Courses (Mechanical, Electrical, Instruments & Process / Production) for Iraqi Employees /Trainees at LUKOIL Training Center /EDGO Service Center in North Rumailah , Basrah ,Iraq.

### **Linguist/Interpreter**

**Mar/2009 to Aug/2011**

**Global Linguist Solutions** , Assigned to work with Western Training Team to train Iraqi Army and Police on Special Military& Security Equipment, EOD (Mines, Handmade ED, Shells, Unexploded Ammunitions .ETC) and Translate correspondences from Arabic to English and vice versa in Cob Basrah /BIA-Iraq.

### **Procurement & Logistics Manager**

**Apr/1994 to Feb/2005**

**Saleh Saleh Al-Gose & Sons Company, Sana' a. Yemen.** Responsible for Planning , Sourcing and Supplying of all kinds of Building Materials (Sawn Timber, Plywood & wood based Boards, Rebars, Merchant Bars, G.I & Black Pipes/Sheets ,felt, Adhesives ,cement ..ETC) in addition to Supplying Government Tenders (Vehicles ,Electrical/Mechanical Equipment, Machinery, Generators, Stationery ...ETC) starting from PRs/ RFQs /Placing orders ,Receiving Offers , Negotiate Quotations, Qualities & Deliveries, Payments Methods ,Processing BASs ,Notifying Awarded Cos with Orders Confirmation, Opening & Processing LCs, Insurance ,Tracking Shipments ,Receiving &Checking Shipping Documents, Cargo Discharge , Custom Clearance ..ETC up to Warehouses in addition to Overseas and Local Transportation with all company's Administration duties such Arabic & English Correspondences and reports , Contracting and General relations with government departments and with Local company's as well .

### **Warrant Officer/Administrator**

**Oct/1983 to Apr/1991**

**19th Infantry Division HQ for Supplies and Transport (Logistics)**,Al-Dayer / Basrah\_, Responsible for Units Supplies (Ammunition, Fuel / Lubricants ,Ration, Battle Food Packages, Stationary ..ETC) and Transportation together with Administrator Duties such drafting correspondences, preparing Statements, Paper work including Records of Staff Daily/Weekly/Monthly Attendance ,Monthly Leaves and Sick leaves , Pay Roll .

## OTHER QUALIFICATIONS

- a. SAP/PRISM & JDE Systems plus Microsoft Office Package (Word, Excel, Power Point).
- b. Fluent in English Level/IV and Arabic Level/V.
- c. Exceptional leadership, organizational and Written / Oral communication skills.

## References

### Reference ( 1 ) – Senior Procurement Officer

M/S. Tareek Al-Hareer Contracting Co. , North Rumailah ,Basra, Iraq

Mr. Sarmad Jawad Fadhil (Managing Director) ,

Mob. No. +964 (0) 7801099758

Email : [sarmad.jawad@srg-iq.com](mailto:sarmad.jawad@srg-iq.com)

### Reference ( 2 ) – Logistics & Procurement Assistant

M/S. IOM Iraq Mission , Basra Office , Bradheya , Basra, Iraq

Mr.Abdulhamed Sardar Miran ( Procurement & Logistics Officer)

Mob. No: +964 (0) 7504511844

Email: [miran@influxsupply.com](mailto:miran@influxsupply.com)

### Reference ( 3 ) – Office Manager

M/S. Khairat Al-Latif Contracting&General Trading Co. , Al-Watani St.,Ashar ,Basra, Iraq

Mr. Hameed Ali Latif (General Manager/Owner)

Mob. No: +964 (0) 7722506971

Email: [latiftrdg@gmail.com](mailto:latiftrdg@gmail.com)

### Reference ( 4 ) – HR & Administration Manager

M/S. Basra Gateway Terminal (BGT/ICTSI), Um Qasr Port, Basra, Iraq

Ms. Maria Lee Sumadchat (HR Manager /ICTSI JLT)

Mob. No:+964 (0) 0783 050 3522 Email: [msumadchat@ictsiiraq.com](mailto:msumadchat@ictsiiraq.com) / [msumadchat@gmail.com](mailto:msumadchat@gmail.com)

### Reference ( 5 ) – Administration Manager

M/S. International Free Company (IFC – Shamara Holding) Shatt Al-Basra PP, Basra

Mr. Khaled Naif Amr (Project Manager) .

Mob. No: +962 (0) 78 722 9318

Email: [khaledamr57@hotmail.com](mailto:khaledamr57@hotmail.com)

### Reference ( 6 ) - Administrator & Technical Translator

M/S. SPIE Oil&Gas Services ,EDGO Service Center/ North Rumailah, Basrah, Iraq .

Mr. Jeoff Todd (Site Manager) .Mob No: +964 7809 2035 04/06 Email : [Sitemanager-iraq.sogs@spie.com](mailto:Sitemanager-iraq.sogs@spie.com)

### Reference ( 7 ) - Linguist/Interpreter

M/S. Global Linguist Solutions .

Mr. Keith Bulliner (Site Manager) .

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