

Nawar Ahmed Kamil, Al Zaidy



Iraq, Baghdad/ Mansour, Al Askan City St.#23,
district 623

07823040252

nawar.alzaidy@outlook.com

nawarahmad2001@yahoo.com

www.linkedin.com/in/nawar-a-AlZaidy

Human Resources Generalist with 8+ years of experience assisting with and fulfilling organization staffing needs and requirements. A proven track record of using my excellent personal, communication and organization skills to lead and improve HR departments, recruit excellent personnel, and improve department efficiencies. Team player with excellent communication skills, high quality of work, driven and highly self-motivated. Strong negotiating skills acumen and able to work independently.

Information

Nationality: Iraqi

Date of Birth: 11-Feb-1986

Place of Birth: Iraq – Baghdad

Current residency: Baghdad

Academic achievement: Bachelor of Computer Science

Religion: Muslim

Not Served in Iraqi Military or any other Iraqi security forces

Driver license: Available

Experience

OCT 2013 – JUL 2021

Senior HR Administrator

Olive Group Security Company, Constellis Co., Baghdad

Reason for leaving work: End of contract / Position closed

Job roles are (HR Administration, Visas, Work Permits, Iraqi Labor law & Company policies)

HR Administration - Purpose of Role: Reporting directly to the HR Manager, the AO is responsible for processing all Iraqi employee P Files, maintaining accurate records, ensuring correct documents and forms

of identification are presented and the necessary information is forwarded to the relevant personnel/agencies. As well as assisting central visa manager with all visas process and procedures.

MAIN RESPONSIBILITIES (HR): (SUMMARY)

- Ensure all new P Files for potential employees processed swiftly and accurately.
- Update the database with all new starts, leavers, and change of contracts etc.
- Maintain accurate E files for all Iraqi employees.
- Liaise with Project Managers in area of responsibility to advices and work to obtain full E-files for all employees.
- The P files and documents to be for all employees (Expats and Iraqi LNs).
- To be prepared to visit various project locations, if required, to assist in process Iraqi employee documentation
- Assist the Iraq HR Manager and Baghdad visa coordinator with any administration or HR tasks as necessary.
- Ensure that all company policies and labor law clarified for all employees at the work site.
- Completing all hiring procedures for the new employees, including issuing the contracts.
- Complete the procedures of termination, resignations, and dismissal for employees.
- Conducting interviews for all new applicants for employment.
- Completion of all requirements that may be needed by GOI team which be required by MOI/PSCD.
- Document translation. Assist with translation or interpretation tasks as necessary.
- Ensure all employees details uploaded into the Quick Base PMIS system accurately with all info including the pay rates.
- Updating all info and documents in SharePoint and Quick Base system.
- Coordinate with MOLSA (Ministry of Labor and Social Insurance) regarding the work permits for all expats and other requirements regarding to the work permits and Iraqi labor law articles.
- Prepare monthly sheet including all required info for Social Insurance monthly report.
- Controlling LN timesheet and Annual leave tracker.
- Follow-up the articles of the Iraqi labor law with the Ministry of Labor / legal department in order to develop complete solutions to all problems with employees.

VISAS: (AS A PART OF HR OFFICE) – (SUMMARY)

- Assisting the Baghdad visa manager with visas processes with Immigration dept.
- Completing visas process (Exit visa, entry visa, visa cancellation and correction).
- Visa tracking – for all expat personnel.
- P-file for all expats.
- Completing blood test process for arrivals expats

WORK PERMITS:

Each expat worker need a work permit license to enable him working in Iraq, The employee need the expats documents to get him a work permit.

Work permits process:

- Preparing documents process will be managing by HR.
 - The application for obtaining a work permit must be submitted to the Ministry of Labor within a period of less than 30 days from the date of his entry into the country.
 - The required documents for issuing a new work permit such as (Valid entry visa sticker, passport, valid Letter of Authorization visa LOA, photo, personal details included job role and project name).
 - Work permit process will take at least one month.
 - Following up the submitted application with Ministry of labor MOL.
-

FEB 2012 – SEP 2013

Office Manager/ GM assist

Al Khadraa Demining Company, Olive Group Company, Baghdad

Reason for leaving work: Company closed

(Summary):

- Managing all company duties and businesses, HR, Operations, interview, public relations.
 - Prepare all letters between the Company and other Government departments.
 - Public Relations between company and Iraqi Mine Affairs Department.
 - Public Relations with other demining companies.
 - Training courses and outreach for the employees.
 - Translating and interpreting all letters and Government departments meeting weekly and monthly with reporting to head manager in Dubai and London.
 - Communications with government offices.
 - Liaising with Directorate of Companies Registration, Customs, other ministries and directorates.
-

JUL 2009 – JAN 2012

Interpreter, Translator / Advisor / Training assist

GLS “Global Linguist Solutions” Company, US Military, Baghdad

Reason for leaving work: US military withdrawal from Iraq

Duties include (Summary):

Advisor assist with (U.S Federal Police Transition Team FPTT), U.S Military

- Personal interpreter and assist for **Colonel Ronald Sheldon** team chief of (FPTT Federal Police Transition Team).
- Personal interpreter and assist for **Major Kelly Wilhelm’s** Medic country chief in Iraq of (FPTT).
- Personal interpreter and assist for **Lieutenant Colonel L.T Jackson** logistic country chief in Iraq (FPTT).
- Assisting other section in team (maintenance team / transportation team/ IT team/ Operation and Security team) by advising, translating and interpreting in meetings.
- Coordinator and Liaison officer between US side and Iraqi side (**Ministry of Defense / Ministry of Interior / national security / Prime Minister Office**).
- Assist the team with all missions to other sides for training, meeting and courses, and the Conferences with Iraqi army, Iraqi police, Iraqi national security, and Iraqi Federal police.
- Developing relationships with the MOI and MOD unit leaders and officers such as federal police command leader, Senior Deputy of Interior Minister, BOC Commander, others.
- Preparing and managing the local leader engagement plan.
- Assisting Iraqi federal police EOD commander by plans and training for all his employees by advice, translate between him and US team.
- Assisting Iraqi federal police/ logistic brigade commander by advice translate and LO between him and US team.
- Arrange the Conferences with MOD and MOI leaders.
- Communications with government offices.
- Government relations.
- Daily and monthly inventory for all weapons and ammo in containers.
- Monthly report for weapons and ammo condition.

Other duties with FPTT:

- 1- Personal Interpreter for Captain Stewart EOD Explosive Ordnance Disposal country manager Iraq (FPTT).
- 2- EOD trainer and team assist for Iraqi federal police.
- 3- Missions for disposal (EOD, IED).
- 4- Medical team assists training and Interpreting.
- 5- EOD instructor and Explosives Processor (Manual and robot).
- 6- Private LO for federal police commander, federal police Chief of Staff and logistic brigade commander.
- 7- Tactical Trainer for federal police staff in Al Noumanyah police school camp.

JUN 2008 – JUL 2009

Operation / SOR “Services Order Request” desk, Administrator

KBR, Inc., Iraq, Baghdad

Reason for leaving work: Resignation due to getting an offer of a position with GLS Co.

- Administration at SOR desk, data entry and daily system update, updating employee's info.
- Completing all requests comes from other departments as a part of position tasks (services order requests officer).
- Make weekly and monthly report about all KBR's sections or departments businesses.
- Make or prepare the timesheets for all employees in KBR (Iraqis, Indians and expats), also issue and collect the timesheets every month.
- Facilitate all matters in SOR Desk office for other sections.
- Assisting the KBR OPs manager to arrange the weekly and monthly meeting, also prepare the reports for all KBR sections, and visit all sites in Green Zone to follow up on maintenance and repairs actions in the camps (Prosperity camp, union3 camp, US Embassy area and other sites).
- Archiving and any other required tasks.

APR 2004 – JUN 2006

Desk officer / Internet and Telecom Services – U.S Military

U.S Military, (Green Zone) Iraq, Baghdad

Reason for leaving work: Sabbatical within the University and Preparing Scientific Research for graduation from the college.

- Managing a private office for Internet and telecom users of US military personnel.
- Record names of users, time calculation, reporting about any technical malfunction that occurs in the communications system.
- Daily and monthly inventory for all IT equipment.

Skills

Interpersonal Skills - Problem Solving - Teamwork Skills – Communication – Collaboration – Adaptability
Negotiation - Conflict Resolution - Decision Making – Organization - Administrative skills

Education

SEP 2004 TO JUN 2008

Bachelor degree - Computer Sciences

University of Baghdad Computer sciences / Ibn Al Haitham College, Iraq, Baghdad

SEP 2001 TO AUG 2004

High School degree – Scientific section

Thi Qar high school, Iraq, Baghdad

Achievements and/or certificates of appreciation

- | | |
|-----------|---|
| 2008 | <ul style="list-style-type: none">• KBR Company - Option Award for Outstanding Performance with SOR Desk office. |
| 2008 | <ul style="list-style-type: none">• KBR Company - Option Award for Outstanding Performance with operation section. |
| 2009 | <ul style="list-style-type: none">• Professional work with US Army in Federal Police Transition Team. |
| 2010-2012 | <ul style="list-style-type: none">• Professional work with US Army in Federal Police Transition Team Especially with EOD, Medic and logistic. |
| 2011 | <ul style="list-style-type: none">• Awards (Prizes) from Iraqi federal police Commander General and Iraqi Logistic General brigade, EOD general Brigade, Iraqi Medic Battalion in Iraqi FP. |

Activities

Cooking • Environmental conservation • Martial Arts • Gym • Soccer • Travel

Note:

Any required documents will be provided once requested

Created by: Nawar Ahmed Al Zaidy

