CURRICULUM VITAE



PERSONAL DETAILS - Mourtdha Talib Naeem

Residential Address: Baghdad, IRAQ Temporary Address: Basra, IRAQ

Mobile: +964(0)7806839342

Email: mourtdhatalib1994@gmail.com

Date of Birth: 26 oct 1994

Nationality: Iraqi

EDUCATION

2012 – 2016 **University of Baghdad**, Baghdad Iraq Bachelor in languages (French) Diploma in languages (English)

British Institute For Languages, Basra IRAQ December 2016, Currently

Translator: Arabic, English and French

- Reading through original material and rewriting it in the target language, ensuring that the meaning of the source text is retained;
- Using Translation Memory software, such as Word fast,;
- Using specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used;
- Using appropriate software for presentation and delivery;
- researching legal, technical and scientific phraseology to find the correct translation;
- Liaising with clients to discuss any unclear points;
- Proofreading and editing final translated versions;
- Providing clients with a grammatically correct, well-expressed final version of the translated text, usually as a word-processed document;
- Using the internet and email as research tools throughout the translation process;
- Prioritizing work to meet deadlines;
- Providing quotations for translation services offered;
- Consulting with experts in specialist areas:
- Retaining and developing knowledge on specialist areas of translation;
- Following various translation-quality standards to ensure legal and ethical obligations to the customer:
- Networking and making contacts

Foreign Language & Literature Teacher

- Teach students how to interpret foreign languages.
- Translate foreign languages into the students' natural language to help them understand.
- Provide instruction in literature and cross-cultural studies.
- Teach students how to read, write, and understand foreign languages.
- Provide individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.

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- Develop pupil understanding and appreciation of culture of countries where foreign language is spoken.
- Create instructional resources for use in the classroom.
- Plan, prepare and deliver instructional activities
- Create positive educational climate for students to learn in.
- Meet course and school-wide student performance goals.
- Participate in ongoing training sessions.
- Create lesson plans and modify accordingly throughout the year.
- Maintain grade books.
- Grade papers and perform other administrative duties as needed.
- Write grant proposals to gain funding for further research.
- Create projects designed to enhance lectures.
- Read and stay abreast of current topics in education.
- Create lesson plans.
- Utilize various curriculum resources.
- Integrate competencies, goals, and objectives into lesson plans.
- Utilize curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the students served.
- Develop incentives to keep participants in class.
- Develop professional relationships with other agencies and programs.
- Utilize public library resources.
- Work with program coordinators to ensure initiatives are being met.
- Tutor students on an individual basis.
- Establish and communicate clear objectives for all learning activities.
- Prepare and distribute required reports.
- Observe and evaluate student's performance.
- Manage student behavior in the classroom by invoking approved disciplinary procedures
- Translating technical, legal, political, economic and social articles from French or English into Arabic and vice versa
- Administering large translation projects (forming and coordinating the work of teams of translators)



AL JAWF For Trade and General Contracting, Basrah IRAQ

Business Development Executive September 2016, December Responsibilities and achievements:

- Work with and expand current prospect database within specified business sectors
- Develop plan direct and attending events to build relationships with key prospects
- Respond to incoming Requests for Information (RFIs), Requests for Proposals (RFPs) in a professional and creative manner
- Understand a prospects business needs and work with the expert teams
- Work closely with colleagues to identify common new business prospects
- Represent company at events, including round tables, speaking forums and new business events
- Manage accounts and meet or exceed targets relating to revenue growth, activities,
- Adhere to all quality standards and processes, for the acquisition of customers, opportunities and submission of tender and contract documents.
- Bid management processing and manage order levels maintaining the database Provide regular feedback to senior management about activity
- Work with and Group to develop support Strategy. Generate new business and raise awareness of other company
- Undertake regular project reviews with all involved in these processes to ensure transfer of knowledge

AL JAWF for Trade and General Contracting, Basrah IRAQ

Logistic Assistant

- Responsibilities and achievements:
- Receive shipments and ensure both quality and quantity
- Trace, track and expedite purchase processes
- Create and maintain contact with vendors and customers to ensure timely delivery of goods
- Interact with third party logistics service providers
- Audit freight cost and documentation
- Ensure accuracy of all inventories
- Maintain communication with warehouse staff to ensure proper working order
- Review bills, invoices and purchase orders
- Ensure all payments are processed in time
- Assist customers with inquiries
- Create packing lists and update shipment information in database
- Organize files both manually and electronically
- Monitor and facilitate repair orders
- Coordinate deliveries for repaired or returned items Ensure that deliveries
- Ensure that all items are properly numbered and tagged
- Dispose of unserviceable or damaged items
- Conduct safety procedures for outbound shipment vehicle
- Reconcile hand receipts
- Manage warehouse security related work such as preparing badges, passes and identification cards
- the warehouse has sufficient space for incoming

MSK GROUP, Basrah IRAQ HR Coordinator July 2016 – September



Responsibilities and achievements:

- Coordinated quality recruitment activities:
 - Posted and advertised for job openings
 - Maintained resume and applicant profile database
 - Participated in career days, job fairs and headhunting activities
 - Screened resumes and employment applications
 - Verified applicant references, certification, licensure and educational credentials
 - Regulated post-offer probation terms and conditions
- Processed new hire paperwork including data entry into HRIS system and file management
- Scheduled, coordinated and conducted interviews of job applicants
- Arranged orientations for new on-board employees
- Assisted HR managers in the creation and implementation of new policies
- Prepared offer, regret and acknowledgment letters
- Administered background, criminal and motor vehicle checks
- Performed e-verification of authenticating employment eligibility for new employees while vigilantly monitoring results
- Maintained attendance record of different departments
- Liaised between employees and the management in a courteous and professional manner
- Managed recruitment events
 - Initiated policies for employee recreational and recognition activities
- Monitored operational compliance with the company's policies and procedures
- Maintained, monitored and tracked various statistical and departmental reports
- Handled termination process tactfully:
 - Notified and carried out required documentation for payroll changes
 - Conducted employee exit interviews
 - Processed benefit notifications for planning executives
- Administered claims for employee health insurance policy; tracked status of cases, reported and maintained logs
- Responded to employee queries, including but not limited to benefits claims, absenteeism and policies
- Prepared departmental reports
- Participated in special projects like implementation of workday policy refresher, Payroll restructuring and time-keeping.
- Diplomatically responded to State unemployment claims
- Coordinated HR technologies including ERPs to automate and streamline department workflow Represented the department and took complete responsibility in the absence of HR Manager

MSK GROUP, Basrah IRAQ Document controller July 2016 – September

Responsibilities and achievements:

Organize and Archive Documents

Involve scanning documents, copying documents, physically or electronically filing documents, organizing documents and ensuring documents are saved and safeguarded from theft or destruction. It also usually requires adhere to a retention schedule, meaning they must know the proper ways and times to destroy old documents.

Fulfill Document Retrieval Requests

Handle the retrieval of documents either as directed by employees or clients. There may be a records request system in place in which receives requests, logs the requests in a database system and then provides the requested materials or it may be more informal. However the system is setup, quickly and efficiently retrieve documents and data when needed.

Maintain Documents

Edit or review documents. This is especially true when working in specialized areas like a bank's loan department, in a medical facility or an organization's contract division. Check for signatures and dates or as much as drafting and editing sentences.

Train Employees

Training employees in the proper way to create or fill out company documents. In large organizations they may oversee a staff of document specialists and be responsible for training them on the documents and systems in place. They may also assist clients with filling out proper paperwork and with the filing process of the documents.



SANA Al-AMAR, Nasiriya IRAQ HSE Supervisor May2015 – Sep. 2015 Responsibilities and achievements:

- Support the HSE Manager and team with planning, coordinating and implementing of effective HSE policies, guidelines and procedures to ensure that the department objectives are met.
- Provide support to Project and Operation team in all aspects of safety, occupational health, safety and environmental issues.
- Support the HSE Manager in ensuring HSE compliance onshore and offshore and perform regular HSE audits in the areas of business and vessel operations.
- Attend pre-job, planning and client meetings as required on HSE related matters.
- Provide support to the dept. on the implementation of Companywide HSE initiatives eg. ISO 14001, OHSAS 18001, etc.
- Assist with developing HSE plans that comply with Company policies and procedures as well as client requirements
- Ensure training, tool box meetings, and drills are implemented as part of the company's offshore training and HSE program, i.e. emergency response systems, etc.
- Investigate and complete the process for close out of all Accident Investigation Reports and prepare/submit lessons learned to the Regional HSE Manager for promulgation to the management.
- Provide HSE aspects of Company Bid Submissions as requested
- Assist in the development of project specific HSE procedures.
- Conduct HSE trainings and orientation to all new employees.
- Ensure all worksites are HSE compliant with Company policies and safety standards.
- Support offshore HSE personnel in the development of work site HSE campaigns and good practices.
- Assist in ad-hoc HSE tasks/projects as required.

Professional certificates

- April 2016 OSHA safety construction certificate obtained from Ishtar for training and human resources development.
- May 2016 OHSA safety supervisor obtained from Ishtar for training and human resources development.
- August 2016 Certificate of Participation leadership development workshop obtained from Diginets Management Services.
- October Certificate of TOT obtained from Ana Basry Organization for Development.
- September 2016 Certificate of Awareness to standards ISO 9001:2015 QMS, ISO 14001:2015 EMS & 18001:2007 obtained from American Global Standards-Irag.
- November 2016 Certificate of Occupational safety obtained from Ishtar for training and development.
- December 2016 Certificate of Occupational Human Resources Management obtained from American university of Sulaimani, Iraq.

SKILLS

- Procurement/Supply Chain Management
- Medical & Emergency Management
- Supplier / Customer Management
- Supplier Evaluation and Award
- HSE / OHSE
- Human Resources
- Talent Management/Recruitment
- Sales Management
- Shipping/Forwarders Coordination
- Business/Home Alarm Systems
- Logistics Management
- Research Customers/Suppliers
- Communication & Presentation
- Long-Term Customer Relationship
- Presentation Skills
- Communication Skills
- Basic Electrical Systems- Installation
- Telemarketing
- MS Office / Windows / Adobe
- IT Network Design/Setup
- Router / Modem Setup
- CCTV Installation and setup

Computer Skills:

- · Microsoft XP applications (Word, Excel, Office, PowerPoint, Outlook, Access) Advanced
- Microsoft Office Document Imaging and Scanning Advanced

Language Skills:

- Arabic (Native Tongue)
- French (Fluency)
- English- (Fluency)

PERSONAL COMPETENCIES

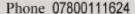
- Ability to work in a fast-paced environment to set deadlines
- Excellent oral and written correspondence with an exceptional attention to detail
- Highly organized with a creative flair for project work
- Enthusiastic self-starter who contributes well to the team

 Inspiring colleagues to attain goals and pursue excellence.
- Analytical and detail-oriented mind-set.

INTERESTS AND ACTIVITIES

Read the new	oeuvres	about	Human	resources	management	and	watch	HSE	videos	and	safety
management.											

British Institute For Languages





البصرة . الجزائر . البصرة . الجزائر . شارع 14 تمور -مجسر تقاطع بو شعير قرب جامع العبايجي

Dear Sir/Madam,

It is our pleasure to provide this reference on behalf of Mr. Mourtdha Alsahlany.

Mr. Mourtdha Alsahlany has been employed by British Institute For Languages since December 2016 as a translator and instructor.

The scope of his work includes

- translating technical, legal, political, economic and social articles from French or English into Arabic and vice versa
- · editing materials and preparing these for publication
- Teaching English and French languages (Beginner, Intermediate, Advance)
- administering large translation projects (forming and coordinating the work of teams of translators)

Mr. Mourtdha Alsahlany is a very hard-working, qualified and motivated professional. The accuracy of his translations and the ability to work under deadline pressure deserve a special mentioning.

I would also like to remark on Mr. Mourtdha Alsahlany excellent relations with colleagues and clients.

I can without hesitation recommend Mr. Mourtdha Alsahlany for any translating job or any position that requires in-depth knowledge of French and English.

Please do not hesitate to contact me should you have any questions or require additional information.

Sincerely,

Haider Diban,

General Manager

Cell phone: 07710835463

Email: Haiderdiban3@gmail.com

AMERICAN GLOBAL STANDARDS-IRAQ

Awards this certificate to Mourtadha Talib Naeem

In recognition of his valued participation in the training course on

Awareness to Standards ISO 9001:2015 QMS, ISO 14001:2015 EMS & OHSAS 18001:2007

At: Al-Jawf Company for Trade & General Contracting (Basra, IRAQ)

On: Monday 5th September, 2016

Certificate No: AGS-AJC-01/07

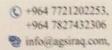


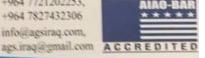
Course conducted by











MSK-GROUP Chairman Abdullah W.M. Al-Shmeri T + 964 07801977860 Abdullah@msk-group.org Iraq- Basrah-Al-Jazair

To Whom it May Concern:

I highly recommend Mourtdha Talib Naeem as a candidate for employment. Mourtdha was employed by SAKIR ALMOUROJ K (MSK GROUP) Company as an Administrative Assistant, HR Coordinator and Documents controller from July 2016 to September 2016. Mourtdha was responsible for office support, including word processing, scheduling appointments and creating brochures, newsletters, other office literature, recruitment, Training and documents control.

Mourtdha has excellent communication skills. In addition, he is extremely organized, reliable and computer literate. Mourtdha can work independently and is able to follow through to ensure that the job gets done. He is flexible and willing to work on any project that is assigned to her. Mourtdha was quick to volunteer to assist in other areas of company operations, as well.

Mourtdha would be a tremendous asset for your company and has my highest recommendation. If you have any further questions with regard to her background or qualifications, please do not he sitate to call me.

Sincerely,

ABDULLAH W.M.AL- SHEMERI

Title: President and chairman

Company: Sakir AlMOUROJ K (MSK GROUP) FOR OIL SERVICES

Address: Iraq, Baghdad, Karada, Alwazer St., MSK House

Phone: +964(0)7801977850 Email: abdullah@msk-group.org

Sincerely,

Authorized representative SAKIR ALMOROUJ K FOR GENRAL CONTRACTS LTDMSK
(BIDDER's name)
PRSIDENT& CHAIRMAN
(Position)
(Signature)
(Full name)
(Full name)

IRAQ - BAGHDAD - WASSIT - MESSAN - BASRAH - IRBAIL

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TURKEY DUBAL JORDAN

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07801977859

www.msk-group.org

www.msk-iq.com







MOURTADHA TALIB NAEEM

Has successfully completed all assignments and final exam requirements for the following OSHAcademy Occupational Safety & Health Course conducted by OSHAcademy Authorized Iraining Provider (ATP), Ishtar for Training and HR Development.

Introduction to Safety Management

Topics covered in this awareness-level training include: Safety Management System Components, Commitment, Accountability, Employee Involvement, Effective Communications, Hazard Identification and Control Strategies, Accident Investigation Basics, Safety Education and Training, and Principles of Total Quality Safety Management.

Steven J. Geigle, M.A., CET, CSHM
Training Director, OSHAcademy OSH Training

CET #: 28-362, CSHM #: 1203

Certificates can be validated through the OSHAcademy website.

www.oshatrain.org/atp-validate/

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77260 Student #

Issue Da

ognited by



Talal Hussein Al-Saloom Director General

Ishtar for Training and HR Development

ATP #: 201504060012

The content of this training conforms with U.S. Department of Labor (OSHA) training standards and ANSI Z490.1-2009, Criteria for Accepted Practices in Safety, Health, and Environmental Training.

OSHAcademy is a division of Geigle Safety Group, Inc. 15220 NW Greenbrier Parkway, Suite 230, Beaverton, OR 97006 USA. +001-971-217-8721

Version 201512



CERTIFICATE OF PARTICIPATION

LEADERSHIP DEVELOPMENT WORKSHOP

Mr. Mourtdha Talib

31th August, 2016 Basra, Iraq

The workshop provided experience and covered the following:

- The Difference Between Leader and Director
- Build Team Strategy
- Develop Relationship and Communication
- Leadership Skills Development
- Influence Personal Leadership





Diginets Management Services

Inqath for Training and Development



Completion certificate

This Certifies that

Mourtadha Talib

has successfully completed a training course of

(Occupational Safety)

in cooperation with Directorate of Youth and Sport of Basra

Nov. 2016 - Basrah . Iraq

yasear abd alkream

Ingath Team Leader Husham Saleem



Ana Basry Organization For Development

CERTIFICATION

This Certificate is awarded to

Mourtadha Talib

For successfully completing the training program

Train of Trainers

And successful implementation of tailored trainings at the local and international

28 / October - 8 / November 2016

Thaar Ali Hammoodi

The Trainer

Mohammed Hamed Dhayef

The Trainer

Adil Asaad Mohsin

The Trainer

THE AMERICAN UNIVERSITY OF IRAQ - SULAIMANI -

BY THESE LETTERS HEREIN DECLARES
THE BEARER WHOSE NAME IS HERETO AFFIXED TO HAVE SATISFACTORILY COMPLETED

HUMAN RESOURCE MANAGEMENT

OF THE PROFESSIONAL DEVELOPMENT INSTITUTE OF THE AMERICAN UNIVERSITY OF IRAQ, SULAIMANI AND AWARDS TO

Murtadha Talib

THE

CERTIFICATE OF COMPLETION

November 27th - December 1st, 2016 (35 instruction hours)

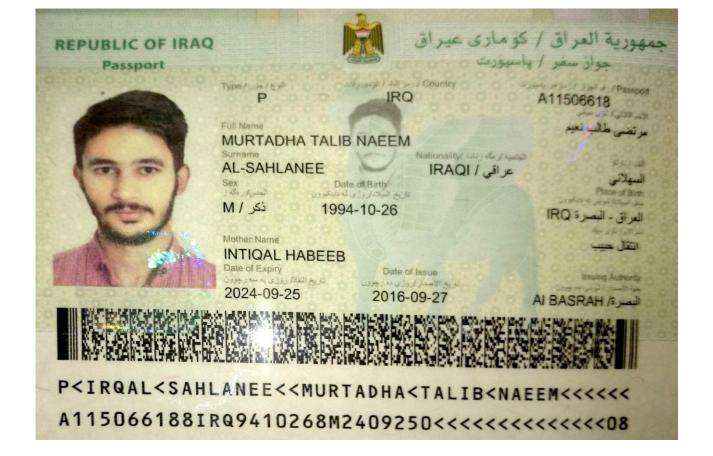






December 1st, 2016

DATE



Republic of Iraq Ministry of Higher Education And

Research scientific University of Baghdad College of languages **Registration Section**



جمهورية العراق وزارة التعليم العالي والبحث العلمي جامعة بغداد/ كلية اللغات شعبة التسجيل

العدد: نح / ١٩ التاريخ: ١١

ر بجيشنا والحشد الشعبي العراق اقوى وامضى

م / وثيقة تخرج

أطيب التحايا

نؤيد لكم بأن (مرتضى طالب نعيم) (الدراسة الصباحية) والملصقة صورته أعلاه أحد خريجي كليتنا قسم اللغة تويد للم بن (مرفقي صفيه معيم) ر سرسه الفرنسية المعدل رقما (٢٠١٦/٧/١٠) كتابة (ثمانون وستة الاف وتسعون) بتاريخ ٢٠١٦/٧/١٢

مع الشكر

معاون العميد لشؤون الطلبة

مدير التسجيل

نهله عدنان احمد

منظم الوثيقة

نسخة الى /_ التسجيل بان***