

Mohammed Alhatab

A highly motivated, robust individual with a mature personality, always willing to learn new skills and looking forward to develop my skills. I am friendly, helpful, have a good sense of humor. I am able to work independently in busy environment and also with team setting. I am tactful when solving problems, able to listen e actively. Now looking to utilize my knowledge and experience in the private sector.



Email: alhatab7@gmail.com

Address: Iraq / Basra

Phone: 07733614009

Date of birth: 01-02-1987

Nationality: Iraqi

Experience

HR assistant

See crown Contracting Ltd. 2007-2010

- Schedules examinations by coordinating appointments.
- Welcomes new employees to the organization by conducting orientation.
- Provides secretarial support by entering, formatting, and printing information, organizing work, answering the telephone, relaying messages and maintaining equipment and supplies.
- Maintains employee confidence and protects operations by keeping human resource information confidential.
- Maintains quality service by following organization standards.
- Contributes to team effort by accomplishing related results as needed.

Watch keeper and Admin

Falcon wings Security Company 2010 – 2012

As watch keeper for 8 months

- Provide critical translation link between the Iraqi Local Nationals and Operations Manager.
- Maintain critical constant radio communication during a 24 hour/365 day per year period.
- Reporting, logging and tracking of all contract vehicles throughout the area of operations.
- Monitor and react to ALL contract static location base stations.
- Responsible for updating the Project Manager of the dispositions of all radio communication activity.
- Monitor APT Tracking system in use, regularly to ensure tracking device is activated.
- As part of the Incident Response Team be the vital communication translator between any LN involvement and the Incident Commander.

As admin to 2012

- Using a Variety of software packages, such as Microsoft word, outlook, PowerPoint, Excel. Access, etc., to produce correspondence and documents and to maintain presentations, records, spreadsheets and databases.
- Devising and maintaining office systems.
- Liaising with Staff in other departments.
- Arraying accommodation for staff in the work area.
- Liaising with colleagues and external contacts to book travel and accommodation.
- Organizing and sorting paperwork, Documents, Sometimes, on behalf of other colleagues.

Transport coordinator, Marketing and Sales at Mateem Company for transport - January 2012

- Arranging the transport of goods for clients or in a materials department of a company arranging deliveries
- Work in the material movements and warehousing in industry.
- Maintain delivery schedules and track deliveries to ensure deliveries are met.
- Update and provide tracking information to customers as well as to internal managers.
- Monitor and report driver issues such as accidents, safety concerns or licensing issues.
- Analyze deliver costs and recommended more cost effective methods of transportation.
- Daily schedule handling multiple routers drivers and deliveries.
- Arrange the deliverer products to customers or companies such as production facilities.

August 2012 – Transport coordinator at TNT Company for transportation.

- Coordinate to execute all of the transportation plans with perfection so as to avoid any sort of chaos or confusion.
- Coordinate to help all of the members/ drivers coordinate with each other by directing them as per the plans, thus ensuring smooth implementation of all the transport related plans.
- Coordinate to manage all of his/ her transport staff and create a peaceful working environment for all.
- Assist in the formulation of cost and time effective transportation plans for the organization.
- check all the travel equipment and help in keeping all of it in the best possible working condition
- Responsible for informing to the Transportation Company or organization about the working status of vehicles and machinery tools.

September 2014 – operation (Tuba Camp) & Local (SSM) (Burjesia, Sisim camp) (Safwan, Keystone global services camp) Al-Athad for safeguarding LTD.

- Provide verbal and written translation between (SSM) and LN PSD, static teams.
- Translating reporting the daily reports such as SIR and another reports and send them to the (HQ).
- Reporting, logging and tracking of all contract vehicles throughout the Area of operations.
- Responsible for updating the (HQ) of the dispositions of all radio communication activity.
- Plan security for special and high risk event .
- Implement the security standards, policies and procedures.
- Plan, direct, or coordinate security activities to safeguard company camp, clients, guests or others on company property.
- Identify, investigate, or resolve security breaches.
- Arrange for or perform executive protection activities.

Operation - Fateh Albarri For General Trading 2016

- Prepare offers, invoices, delivery note for the clients' requirements
- Tender preparation.
- Completes special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.
- Supports operations by supervising staff; planning, organizing, and implementing administrative systems.
- Responsible for properly receiving, processing, filing and reporting all official documents.
- Responsible for all staffing matters
- All processes before and after-sales, follow-up invoices, payment and delivery of materials.

Operation manager 2017 tell present

Land of Business Company For Trading, General Construction and Logistic

- Prepare offers, invoices, delivery note for the clients' requirements
- Tender preparation.
- Completes special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.
- Supports operations by supervising staff; planning, organizing, and implementing administrative systems.
- Responsible for properly receiving, processing, filing and reporting all official documents.
- Responsible for all staffing matters
- All processes before and after-sales, follow-up invoices and payment and delivery of materials
- HR Management System including but not limited to the following (Hiring, Training, Monitoring).
- 'Accounting including but not limited to the following (Invoices, Delivery Notes, Acceptance Certifications).
- .QA/ QC Management System

Professional Skills:

- It is high duty responsibilities that I am obliged to do over the years since my graduation till now, the following are briefing for my skills ad capabilities:
- HR Management System including but not limited to the following (Hiring, Training, Monitoring).
- Accounting including but not limited to the following (Invoices, Delivery Notes, Acceptance Certifications).
- QA/ QC Management System.
- Network Analysis System.
- Collect Data and information from websites, download it from the internet in a short remarkable time process.

Education

2006 - 2011	Administration & Economics department of science and Banking sciences university of Basra	Iraq . Basra
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Languages

English

Skills

Teamwork

Leadership

Problem-
Solving
Public
speaking

Customer
service

Sales

Cortication & Courses

- PROJECT MANAGEMENT PROFFESIONAL (PMP) FROM PMI (PROJECT MANAGEMENT INSITUTE).
- RISK MANAGEMENT PROFFESIONAL (RMP) FROM PMI (PROJECT MANAGEMENT INSITUTE).
- Introduction to Safety Supervision from OSH academy