



WK

WESAM KAREEM ABDULSADEH ALBAIDHANI
HR SINOER SPECIALIST

OBJECTIVE

HR Position in international organization in Iraq

LANGUAGES SKILLS

Mother tongue is Arabic,
Fluent in English
Semi Fluent in Chinese

COMPUTER SKILLS

M/S Office
Photoshop
Primer Pro
Creating data base using Excel
Creating HR Procedures
For all department and make sure it clear to everyone by using Microsoft word
Creating a presentation using power point
Arrange for a Multiple Skype meeting using an outlook calendar
And follow up with all attended employees and be clear about the meeting time zone to be sure that

HR OFFICER AND ADMIN • AL HYREY TV • (JAN 2006 – DEC 2008)

- Advertise job vacancies, review applications, arrange interviews, and recruit candidate
- Help with some PR work with some of the politicians in Baghdad and some police and army's officers to arrange for the safety of the building and employees
- Ensure all absences, including sickness are reported and accurately recorded, flagging where investigation levels have been reached.
- Provide office supply to all departments and responsible for re stock the items.

HR SPECIALIST • CNPC/ HALFAYA OILFIELD-MISSAN, IRAQ • JAN 2008 – DEC 2014

Handle issues from staff to HR management of 500+ international and local employees on main camp and 6 drilling locations in petroleum environment: -

- Recruitment and retention
- Advice job applicants about the qualifications needed for the post and the conditions of employment.
- Coordinating and following medical tests and visa procedures for expats.
- Work with (Payroll, HR, Benefits, and Finance) to monitor system problems/issues/updates.
- Advertise job vacancies, review applications, arrange interviews, and recruit candidates.
- Work with managers to promote or reassign existing employees, and if necessary terminate employees.



WK

WESAM KAREEM ABDULSADEH ALBAIDHANI **HR SIONOR SPECIALIST**

everyone be on time by follow up with emails and calls.

CONTACT ME



Kwesam1984@gmail.com



00947823976568

- Advise managers and employees about staffing policies and handle staff consultation and grievance procedures.
- Implement and evaluate policies governing labor relations and advise managers and employees on personnel matters.
- Arrange employee occupational health referrals as required.
- Represent management in all HR issues.
- Ensure management and employees have clear and healthy relationships.
- In charge of planning, organizing, and directing the operations of the entire HR department.
- Oversee recruitment of new employees, training and development, job classification, pay and benefit administration, and Identify current and future staffing needs.
- Expat Visa issuance and medical checks
- collective bargaining.

HR / PR MANGER • GLOBAL SHIPPING COMPANY- GUANGZHOU/ CHINA • JUNURY 2015 – JULY 2017.

- IN CHARGE OF ALL HR. RELATED WORKS, DOCUMENTATION, INFORMATION, COMMUNICATIONS AND
- INCOME TAX, BANK DETAILS, SHIPPING TRACKING FOR ALL CUSTOMERS.
- Represent management in all HR issues.
- Ensure the Customers have clear and healthy relationships with the shipping company.
- In charge of planning, organizing, and directing the operations of the entire
- Shipping department.
- Overseas Shipping, custom clearance and follow up the shipment.



WK

WESAM KAREEM ABDULSADEH ALBAIDHANI
HR SIONOR SPECIALIST

EDUCATION

B.sc in Micro Biologic Science from Baghdad Mustanseriya University
2005

VOLUNTEER EXPERIENCE OR LEADERSHIP

Leading a team from different department in CNPC to build up the camp when the company first arrive to Misaan and they were living inside MOC (Misaan Oil Company) from the ground till became a proper camp suitable for the employees to live in.

Leading an Investigation after the incident happened in the rig site and the labor get badly injured and lose his right leg, I was the first employee that arrived to rig site after the incident, I am the one who give him the first aide and transport him to the hospital and make sure he gets to the operation room as fast as possible to save his life.

Volunteer on my free time to improve the locals in the Halfaya Oilfield by give them lecture about respect the foreigner culture, give them basic training how to communicate in English using simple words and some basic training on how to use the computer and respect the company property.