

Asaad Salman

Administration, HR, Logistic, Accountant, Procurement, Documents Control

1st July 1986, Iraqi, Married, Oil Quarter houses, Basra, Iraq

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Profile

I am an enterprising young professional, Have Master degree in Management with More than 6 years' experience in Oil/Gas companies as Site Administrator, from my previous work I got professional experience to support and develop project management.

Objective

Administration, HR, Logistic, Accountant, Procurement, Documents Control

Education

2011- 2013 MSc in Information Technology Management (Binary University of Management and Entrepreneurship) Kuala Lumpur / Malaysia.

2005- 2010 B.Sc. in Computer Science (Shatt al-Arab university collage) Basra /Iraq.

Training

2018 Document Control training in SNC-LAVALIN – Abu Dhabi main office

2017 HSE training from ENKA – IOT project with HSE passport

2017 HSE training from shell Majnoon with HSE passport and H2S induction from Majnoon training center

2016 AutoCAD drawing certificate from global Autodesk center and from Iraqi engineers union

2014 HSE induction and UXO training in Exxon mobile WQ1-Basra\Iraq

2013 Logistic Industry at ISP Center; Binary University of Management and Entrepreneurship) Kuala Lumpur / Malaysia.

2011 English language in Malvern International for English language in Kuala Lumpur / Malaysia.

Skills

Administration	Manage and support all daily duties for company management
Human Resource	Manage and support employee , Time sheet , Employee benefits , Requirements
Documents control	Numbering , Upload , Download , update all Documents and Drawings
Procurements	Purchases with high quality and low price, know a lot of local and international vendors with origin certificate.
STA/LTA SOC pass	Manage and coordinate SOC pass access and Visa for expat staff.
Supply chain	Planning and follow all supply chain process

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Information
Technology

Microsoft office (Outlook, Excel, PowerPoint and Word)
Civil Drawing (Use AutoCAD 2D)
Fix Hardware and install software Programs

Personal Skills

- Multi Task working
- Communication
- Motivated
- Confidence
- Independent
- Trustworthy
- Leadership
- Planning
- Team work
- Work's under pressure
- Challenge Skills
- Flexible\ Dependable
- Attention
- Analytical and problem solving
- Time Management
- Hard working
- Ambitious
- Ability to explain things
- Teaching
- Researcher

Career History

Administrator – October 2017 – May 2018.

Company name - KENTZ SNC lavalin – IOT Project, WQ1-Basra\Iraq

Duties and Responsible is:

- Documents Controller (Upload , Download , update)
- PTW controller.
- Manage and support more than 50 employee.
- Visa + SOC pass coordinator
- Prepare MOM and Meeting Schedule.
- Manage and coordinate staff accommodations for Expat
- Manage and Coordinate staff transportation
- Manage and prepare Time sheet attendance.
- Manage and Coordinate Roster for staff R&R.
- Prepare and Record Safety observation cards.
- Flow up document between JV company and Clint
- Prepare VRF to IOT site
- Send and received and records invoices

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- Manage and prepare all project expenses (Cash Book, Cash Flow, Cash uplift, Cash Advance, Cash count).
- Whatever required from Administration work.

Documents Control – January 2017 – October 2017.

Company name - Ecolog in Majnoon oil field -Basra\Iraq

Duties and Responsible is:

- Manage all project documents
- Prepare store inventory.
- Update work activity.
- Manage and record all company invoices
- Visa + SOC pass coordinator.
- PTW controller.
- Manage JSA paper work.

Administrator – November 2013 – December 2016.

Company name - Restrata Solution FZ-LLC, WQ1-Basra\Iraq

Duties and Responsible is:

- Documents Controller (Upload , Download , update)
- Manage and support more than 20 employee.
- Visa + SOC pass coordinator
- Prepare MOM and Meeting Schedule.
- Manage and Coordinate staff transportation
- Manage and prepare Time sheet attendance.
- Manage and prepare all project expenses (Cash Book, Cash Flow, Cash uplift, Cash Advance, Cash count).
- Flow up documents with Clint
- Prepare VRF to Exxon – DS6.
- Send and received and records invoices
- As built drawing using civil AutoCAD program.
- Warehouse controller and Maintain Store Inventory.
- PTW controller.

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References

Education	MSc	<u>Binary University collage</u> No.1,IOI Business Park, Persian Puchong Jaya , Bander Buchong Jaya , 47100 Puchong, Selangor Darul Ehsan ,Malaysia Phone: 03-80706590 Fax: 03-80706601 Website: www.binary.edu.my
	B.S.c	Shatt al-Arab University collage Shat Al Arab University College, Basra, Iraq Ahmed_nimir@yahoo.com
Further Education/Study		<u>MALVERN INTERNATIONAL for English language</u> 11th Floor, Plaza First Nationwide,161, Jalan Tun H S Lee,50000 Kuala Lumpur.Malaysia Phone:(603) – 2032 3001 Email: admissions@malverninternational.edu.my
		<u>Logistic Industry at ISP Center</u> No.1,IOI Business Park, Persian Puchong Jaya , Bander Buchong Jaya , 47100 Puchong, Selangor Darul Ehsan ,Malaysia Phone: 03-80706590 Website: www.binary.edu.my
Work Experiences		Kentz – SNC Lavalin IOT project – WQ1 Basra \ Iraq Project Manager PH:- +964 7827880720 Email :- enda.corcoran@sncclavalin.com Company SNC-Lavalin
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Hard copy from references available upon requested