

## PERSONAL INFORMATION



Ali Ayed Hameedi

Al-Qadisiyah, Iraq

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Sex M | Date of birth 01/01/1990 | Nationality Iraqi

Marital Status ; Married Children; 1

## Career Objective:

I am looking forward to become a member in a leading conglomerate, where my skills will be enhanced and developed. I'm ready to work anywhere to prove myself to deliver better results. I strive to achieve my objectives and work to my full capabilities and expertise. I never undertake my work half-heartedly as I do my work with Pride and full commitment.

## PREFERRED JOB

Administrator – Public Relations Officer, HR Officer

## Work Experience (6 Years)

## HR Officer

**Samsung Engineering Company Limited.**

Location: Zubair North New DGS, Basra, Iraq

Company Industry: Oil/Gas

August 2016 – September 2018

<http://www.samsungengineering.co.kr/>SAMSUNG  
ENGINEERING

I worked as a **PRO (Public Relations Officer)** and **HR (Human Resources)** with **Samsung Engineering Company Limited**. I'm knowledgeable about Iraqi labor law & Social security law.

**Job Profile**

- Planned and control of recruitment process from start to finish using the company recruitment grid system. (receiving request, reviewing job description, posting and sourcing, interviewing, making offer).
- Organized training for staff.
- Updated employee files to document personnel actions and to provide information for payroll and other uses.
- Social Security arrangement and Processing.
- Work permit for expats arrangement and Processing.
- Maintaining all HR paperwork to ensure compliance with relevant legislation.
- Resolving typical and common hiring problems.
- Innovation and Payroll.

**PRO Associate****Samsung Engineering Company Limited.****SAMSUNG  
ENGINEERING****Location:** Badra Oil Field, Wasit, Iraq**Company Industry:** Oil/Gas**June 2014 – March 2016**<http://www.samsungengineering.co.kr/>

I Worked as a **PRO Associate (Public Relations Officer\Access Permit Coordinator)** with **Samsung Engineering Company Limited.**

**Job Profile**

- Coordinate with MdOC, Oil Police, Border Police, ISCO and Oil Intelligence for the work process and security issues.
- Responsible for the Access Permit clearance process for Local, Expat Clients and vehicles.
- Arrange for the blood test and VISA process with its documentation.
- Supervising and supporting SECL subcontractor and other projects teams.
- Administrating, monitoring, providing assistance problem resolution over 2000 employees and troubleshooting the employees' affair.
- Negotiating and liaise with third parties to achieve the companies goals in every time.

**ZPEC****Admin and Security Coordinator****Location:** Badra, Wasit, Iraq**Company Industry:** Oil/Drilling**January 2014 – June 2014**<http://www.zpec.com/en/>**Job Profile**

I Worked as an **Administrator and Security Coordinator** with **Zhongman Petroleum and Natural Gaz Group**. Acting as company representative for security issues.

- Responsible for the Security Clearance for the expat staff, local staff and vehicles.
- Providing assistance, support and problem resolution over for 300 employees.
- Arranging the documentation for Visa Cable, Residence Visa and Blood Test.
- Assisting the HR.

**Triple Canopy****Admin and Security Coordinator****Location:** Badra, Wasit, Iraq**Type of Industry:** Security**May 2013 – January 2014**<http://www.triplecanopy.com/services/>**Job Profile**

I worked as an **Administrator and Security Coordinator** with ***Triple Canopy Company*** for security services and my responsibilities were.

- Recruiting new employees.
- Making the Access Permit and documenting the MRF in Baghdad and Kut.

## Education

**Bachelor's degree** (Bachelor of Art in English language) Grade; good 70.48%

**Location:** Al-Qadisiya, Iraq

**Completion Date:** May 2013

**Graduation Project:** (Speech Act of Thanking) with very good grade 81%

## Skills

### Administrator

Level: Expert | Experience: 6 years | Last Used: 6 month or less.

### Computer Skills

Level: Expert | Experience: 6 years | Last Used: until now (continued).

### Training \ Education

Level: Expert | Experience: 3 years | Last Used: until now (continued).

### HR

Level: Officer | Experience 2 years | Last Used: 6 month or less.

## Languages

### English

Level: Expert | Experience: 11 years or less | Last Used: until now (continued).

### Arabic

Native language

**References, Certifications and other documents available upon request.**

### DECLARATION

I hereby declare that the above-furnished information is true to the best of my knowledge and belief.

**Ali Ayed Hameedi**