

CURRICULUM VITAE

Name: Abdullah

Surname: Atta

Date Of Birth: 03-09-1991

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Education:

- Finance & Banking at Baghdad College for Economic Science 2019.
- Jawdat Al-Hashimy high school 2011 (Damascus- Syria).

Language:

	READING	WRITING	SPEAKING
ARABIC	Native	Native	Native
ENGLISH	Fluent	Fluent	Very Good
FRENCH	Fair	Fair	Fair

Skills:

- 1- All MS office software.
- 2- All PDF editing and reading software.
- 3- PS CS6.
- 4- Auto Desk Auto Cad.

Work experience:

Al-Sahil Travel Agency

• Office manager

1. coordinate to maintain high quality business with company clients.
2. act as business development director to improve the company connections with various companies.
3. overseeing budget and supervise the responsible staff on managing the budget and the spending vs. actual.
4. Documents financial transactions by entering account information.
5. Prepares payments by verifying documentation, and requesting disbursements.
6. Overseeing and Managing human recourses.
7. Providing support to the relevant staff by making airlines reservations for IA system (SITA & A2A) & Sabre Network as well. In addition to the responsibility of all the correspondences with the client.
8. Applying visa application for the applicant.
9. Gathering required document of the applicant.
10. Research various applicant options and select the best option based on the client needs.
11. Handle any related applicant services.
12. Track documents and applications from placement through process.
13. Workout with various departments to apply visa for Iraqi & Foreign applicant.

Taj Al-Fahad Co. (December 2013 – June 2015)

- **Office support and administration coordinator.**

Responsibilities:

1. Preparing and updating employment records related to hiring, transferring, promoting, and termination.
2. Explaining human resources policies, procedures, laws, and standards to new and existing employees
3. Ensuring new hire paperwork is completed and processed.
4. Ensure monthly timesheet are done by staff within the office.
5. Developing monthly reports and submit them to line manager.
6. Preparing the BMDS.
7. Preparing the MRDS.
8. Draft RFQ (request for quotation) and hand it to the buyers to distribute it to the local suppliers and submit the best offer to Taj Al-Fahad Clients.
9. Represent the company in official meetings with the clients (Ecolog, KBR)
10. Implement the packing list of the items should be delivered to the client's site

AWI LLC (July 2011 – November 2013).

- **Payroll Specialist.**

Responsibilities:

- 1- Maintain payroll information by collecting, calculating, and entering data per each employee.

- 2- Maintaining payroll operations by following policies and procedures
- 3- Making the monthly payments on time
- 4- Process taxes and payment of employee benefits
- 5- Keep track of hour rates, wages, compensation benefit rates, new hire information
- 6- Logistic analysis including workers employed, equipment resources, materials resources.
- 7- Sending daily reports, daily attendance and time sheet.

- **Field Support Officer**

Responsibilities:

- 1- Providing support for AWI different projects (F.O.G Removal, janitorial project with UNAMI, cabling project with UNOPS).
- 2- Act as focal point for AWI clients during the implementation of ongoing projects.
- 3- Coordinate with local authorities to provide the site access.
- 4- Generate daily, weekly and monthly reports and submit them to AWI clients.
- 5- Provide needed details whenever requested and make sure all clients requests are fully achieved.

- **AWI Vetting Team Admin., K.B.R., LOG CAP IV.**

Responsibilities:

- 1- Conduct interviews with applicants and fill the vetting form for them.
- 2- Performing Quality Check/quality control and oversee the site recruiting process.
- 3- Submit completed vetting forms to direct line manager.
- 4- Generate weekly and monthly reports for the applicants who completed their vetting process.