

Resume

Mohanad Naji Muatafa

Email: mohanad.biz@gmail.com or mohanad.mustafa@outlook.com

Phone Number: 07717885554

Baghdad – Iraq

Languages

- Arabic: Native Language
- English: Fluent (Reading, Writing and Conversation)

Skills

Project Management, Finance, Accountant, Administration, Communications, Procurement, Human Resources, Logistics, Information Technology, Translation, Training and Operations.

Employment History

Navigator International LLC / for Construction

Location: Baghdad / Green Zone

Employment Period: 01 Dec 2018 to 01 Jan 2020

Positions:

- Project Manager
- Admin & Accountant Manager

Project Manager Job Description:

- Delivered Navigator projects on-time to the End User US Embassy /USG EHP Facility Contract within scope and budget.
 - Assisted Erbil Office Project Manager on Erbil Projects.
 - Run Baghdad Green Zone office.
 - Managed project modifications, changes, schedule and costs.
 - Managed the relationship between the End User, GoI, Vendors, Subcontractors and Navigator Program Manager.
 - Maintain project documentation.
 - Meet with the End User to clarify specific requirements of the projects.
 - Attend conferences and training as required to maintain proficiency.
 - Performed other related duties as assigned.
 - Training.
 - Supervision.
 - Staffing.
 - Planning.
 - Scheduling.
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- Inventory Control.
- Safety.

Admin Job Description:

- Highly efficient in the use of Microsoft Outlook, Excel and Word.
- Coordinated and managed meetings and conference calls.
- Documents management.
- Maintain office records.
- Translation Company Paper works, Agreement and Contracts from English to Arabic and Vice Versa.
- Administrative Functions such as maintaining Navigator registrations, taxes, social security and managed company branch in Baghdad.
- Set up travel arrangements, airlines reservations, shuttle service and hotel accommodations.
- Designed spreadsheets, slide shows, presentations, charts, graphs and other documentation as needed.
- Maintain Employees Database.
- Supervised maintenance, housekeepers' and driver team.

Accountant Job Description:

- Translation Vendors Receipts, Bidding and Vendors Invoices from Arabic to English and Vice Versa.
- Process Monthly Financial Report.
- Submit Monthly Cost Calculations.
- Maintain and Update Daily Cash Log and Reported to Navigator Corporate Office weekly.
- Budgeting Management.
- Process weekly Navigator Bank Account Statements.
- Process and Calculated Timesheets for 25 Staff Members.
- Cash Withdrawal.
- Process and Submit Fixed Assets to Navigator Corporate Office monthly.
- Process the payment of contractors' Invoices and Monitor Payments.
- Process Payroll Cash.
- Completed the Employees Payroll Information such as Bonus and Paid Vacation into Payroll System.
- Process Monthly Salaries Distribution.
- Process Tax and Social Security Payments.
- Assist Navigator legal accountant with preparation of Navigator balance sheet every end of financial year by provide him annual revenue and all required financial data.
- Responsible to produce monthly management accounts, Balance Sheet and cash flow statements.

Versar Inc. Engineering and Construction Management

Location: Baghdad / Green Zone

Employment Period: 01 April 2007 to 30 Nov 2018, from 01 Dec to 31 Aug 2019 Part Time

Positions:

- Project Manager
 - HR, Admin, Accountant, Procurement and Operations Manager
 - Information Technology Specialist
 - Training Translator
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Project Manager Job Description:

- Delivered Versar projects on-time to the End User US Corps of Engineer / Personnel Services Contract Balad Airbase, Mosul Dam, VBC, MTC and Basrah within scope and budget.
- Run Baghdad Green Zone office.
- Managed projects modifications, changes, schedule and costs.
- Managed the relationship between the End User, Vendors, GoI, Subcontractors and Versar Program Manager.
- Maintain project documentation.
- Meet with the End User to clarify specific requirements of the project.
- Attend conferences and training as required to maintain proficiency.
- Performed other related duties as assigned.
- Training by sent Monthly training material to all employees.
- Supervision.
- Scheduling.
- Staffing.
- Planning.
- Inventory Control.
- Safety.

Procurement Job Description:

- Prepared procurement forms as required, such as purchase request form.
- Market research.
- Maintain daily Cash Log.
- Developed new improved procurement strategies for all purchasing channels.
- Evaluate and enhance Versar operations in local spend.
- Delegate tasks and supervise the work of purchasing and procurement agents for all departments.
- Manage every aspect of the supply chain and notify the senior management team of any possible obstacles.
- Perform monthly Versar cost analysis and set appropriate benchmarks.
- Sourcing and Vendor Management by create vendors database for evaluation and competitive including vendor name, address, classifications and prices.
- Translation purchase receipts, invoices, bidding and agreements.
- Travel, office supplies and other general working alongside outsourced people provider.
- Cost saving and control.
- Strategy, analyses and reporting company spend.
- Reducing operating cost in procurement.
- Deal with many Vendors and always get the best price.
- Price negotiation with the vendors, releasing, materials delivery and payment Etc.
- Coordinate deliveries.

Human Recourses (HR) Job Description:

- Process Human Resources Information System.
 - Manage HR dept (payroll, benefits & recruiting).
 - Create job description in partnership with hiring manager to ensure that requirements are accurate and up-to-date.
 - Maintain a process for creating new, and revising existing, job profiles and competencies.
 - Post new job in Versar website, internal posting, social media and jobs boards.
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- Screening resumes and applications.
- Work with hiring managers to facilitate interviews by evaluating all sourced and submitted applications.
- Partner with hiring manager to determine preferred candidate(s), communicate job offer, and ensure acceptance.
- Coordinate new hire activities by working with various teams and Versar hiring managers to ensure successful employee integration.
- Candidates interviews.
- Update Co. database with new hire information.
- Maintain personnel files and records to ensure accuracy and data integrity.
- Verified data entry of new hires, terminations and various status changes and report to the corporate office weekly.
- Administer leave management programs for all employees by tracking time off requests and hours worked in order to maintain compliance and ensure alignment with appropriate pay policies.
- Approved employees leave vacation.
- Process Versar employee status changes and life events, such as payroll changes, terminations, transfers, promotions, birth of a child.
- Maintain Versar charts to match its requirements.
- Track progress, priorities and deadline of projects.
- Conduct monthly training meetings on safety and Versar new policies.
- Send monthly training slides to all employees including safety training.
- Ensure the compliance of staffing policies with legal and organizational requirements.
- Implemented meetings with hiring managers and redesigned the staffing procedures to improve the effectiveness of recruiting in the company.
- Increased the diversity of applicant's pool by placing job openings on career fairs, websites and social media.
- Support succession planning program to identify and develop high potential employees for key and leadership positions
- Administer organization supported activities to enhance employee participation and engagement.
- Execute Versar performance management strategy by completing appropriate steps in order to achieve the goals and objectives.
- Support employee development by administering learning and development programs to achieve desired outcomes by Versar.
- Provide PPE Stuff, Laptops and Cameras to the engineers work in project sites and report weekly inventory.

Admin & Operations Job Description:

- Highly efficient in the use of Microsoft Outlook, Excel and Word.
 - Managed the relationship between Vendors, Gol, Subcontractors and Versar Program Manager.
 - Coordinated and managed meetings and conference calls.
 - Documents management.
 - Maintain office records.
 - Versar IZ badging manager and sponsor.
 - Served as liaison between Versar Program Manager the End User.
 - Translation Company Paper works, Agreement and Contracts from English to Arabic and Vice Versa.
 - Administrative Functions such as maintaining registrations, paying taxes, social security and managed company branch in Baghdad.
 - Process Visas (multiple, entry and exit) for Versar expat staff through Mol.
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- Coordinate translocation for expat employees from Baghdad International Airport to the Green Zone, Balad Air Base, Bastah and Mosul Dam.
- Set up travel arrangements and airlines reservations.
- Designed spreadsheets, slide shows, presentations, charts, graphs and other documentation as needed.
- Used Oracle Database Administration.
- Prepared and submitted report documentation, maintained accurate records and managed company correspondence.
- Developed Versar safety program with HR Dept and send monthly training materials to all employees.
- Oversaw inventories, ordered new equipment and scheduled Versar villa maintenance and repairs.
- Supervised maintenance team cleaners, technician, plumbers and drivers.
- Oversee the overall facilities operations on Versar villa, team building and leadership.
- Maintain effective receivable and cash flow monitoring system.
- Controlled costs and developed operating budget.

Accountant Job Description:

- Translation Receipts, Bidding and Vendors Invoices from Arabic to English and Vice Versa.
- Process Monthly Financial Report.
- Maintain Daily Cash Log.
- Versar Bank Account Statements.
- Cash Withdrawal.
- Submitted Fixed Assets Monthly Report to Versar Corporate Office.
- Process the payment of contractors' Invoices and Monitor Payments.
- Process Payroll Cash or EFT.
- Completed the Employees Payroll Information such as Bonus and Paid Vacation into Payroll System.
- Salaries Distribution.
- Process and maintain Tax and Social Security Payments.
- Assist Versar legal advisor and legal accountant with preparation of Versar balance sheet every end of financial year.
- Provide Versar legal accountant annual Versar revenue and all financial data required.
- Prepare and process Versar income received.
- Accountable for the preparation of month end accruals and prepayment for Versar.
- Responsible to produce the monthly management accounts, Balance Sheet and cash flow statements.
- Analysis Versar data and take appropriate action, producing an accurate forecast variance analysis.
- Assist with the planning and budgeting process.
- Providing support, guidance and training to budget and cost center owners to ensure they understand the financial information in order to make effective decisions.
- Assist allocated budget with the preparation of Versar budgets.

Information Technology Job Description:

- PC Construction (Hardware & Software).
 - Hardware Maintenance.
 - Software Installations and Troubleshooting.
 - Network Management.
 - Help Desk.
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Training Job Description:

- Translator of an Operations and Maintenance Training team, by travelled to multiple Iraqi Security Force Installations to provide training translation from English to Arabic and vice versa in proper operation and maintenance of Diesel Generator Power Plants.

Iraqna for Mobile Services from 05 Dec 2005 to 23 Mar 2007:

Location: Baghdad / Al Mansour Area

Employment Period: 05 Dec 2005 to 23 Mar 2007

Positions:

- Procurement Specialist
- Logistics Senior

Procurement Job Description:

- Prepared procurement forms as required.
- Developed new improved procurement strategies for all purchasing channels.
- Market research.
- Evaluate and enhance Iraqna operations in local spend.
- Sourcing and Vendor Management by create vendors database for evaluation and competitive including vendor name, address, classifications and prices.
- Translation purchase receipts, invoices, bidding and agreements.
- Travel, office supplies and other general working alongside outsourced people provider.
- Cost saving and control.
- Strategy, analyses and reporting company spend.
- Reducing operating cost in procurement.
- Deal with many vendors and get the best price for Iraqna.
- Price negotiation, releasing, materials delivery and payment Etc.

Logistics Job Description:

- Supervised 8 team members and managed Iraqna warehouse
 - Submitted monthly inventory for all storage equipment's (BTS equipment's, Microwave equipment's, Shelters, AC units, Gen set, Antenna, feeder, jumper, towers) to finance dept HQ5 building.
 - Property Management.
 - Inventory Control & Management.
 - Submitted monthly inventory for all storage equipment's.
 - Accomplished warehouse human resource objectives by selecting, orienting, training, assigning, scheduling, counseling and disciplining employees.
 - Moves inventory by scheduling materials to be moved to and from warehouse and coordinating inventory transfers with related departments.
 - Delivered supplies and equipment's to departments by receiving and transferring items.
 - Maintains storage area by organizing floor space, adhering to storage design principles and recommended improvements.
 - Maintains inventory by conducting monthly physical counts, reconciling variances and inputting data.
 - Monitored all transportation operations from the warehouse to different sites including quality controls to ensure transportation services met contract obligations.
 - Served as transportation liaison between Company and various suppliers and vendors.
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- Oversaw dispatching, routing, tracking, and shipping activities to ensure safe, prompt and accurate delivery of transportation to the sites.
- Labeling freight, monitoring inventory, calculating, verifying quantities, maintain records and track shipments.
- Making sure stock is stored correctly and safely.
- Planning work list for warehouse staff and training.

Logenix International L.L.C

Location: Baghdad / Green Zone

Employment Period: 01 Jun 2003 to 01 Dec 2005

Position: Logistics Specialist

Logistics Job Description:

- Supervised 6 team members and managed Logenix warehouse.
- Logenix contracted with RTI for logistics services.
- Labeling freight, Personnel stuff, monitoring inventory, calculating and verifying quantities, maintain records and track shipments.
- Work closely with RTI the End User and transportation companies and following up shipments.
- Monitor and set aside storage space and track stock levels used computer programs.
- Make sure stock is stored correctly and safely.
- Plan work list for warehouse staff.
- Organize recruitment and staff training and submitted monthly inventory.

Training

- Professional Certificate from National Computer Center.
- Training courses (BTS, MIC) equipment at Iraqna Technical Training Center HQ7 building.
- Training courses (Oracle System) at Iraqna HQ3 building.
- Training courses (NEC MIC Equipment) at Egypt Al Mohandiseen.
- Training courses (Operations, Maintenance and Repair of Auxiliary Generators) at Versar training division Green Zone.
- Training courses (Generator Requirements AICA Temperatures Rating vs. Load) at Versar training division / Green Zone.
- Training courses Project Management at Versar training division / Green Zone.

Education

Al Rafidain University College

Degree: Bachelor's / Major: Software Engineering 2001
