

# C.V.

## PERSONAL INFORMATION

NAME : AHMED ABDUL GHANI MOHAMMED.

D.O.B : 15 Jan 1990 in Kirkuk.

Gender : Male

CURRENT ADD : Iraq- Basra / Engineering quarter.

NATIONALTY : Iraqi.

MARITAL STATUS: Married.

Email : ahmedalsharooh@hotmail.com

## Summary

I am a person who work hard and I like to develop my expertise on a continuous basis and always look for a job that suits my skills and experiences for the long term

PHONE # : **+9647815567855,**

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## EDUCATION

Bachelor of Science degree in physics from University of Basra in 2014-2015.

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## LANGUAGE & SKILLS

English (Speaking, Reading and Writing).

AND Computer using: Microsoft office (word, excel and power point), Internet.

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# EXPEREINCES

- I am worked with SWIFTSHIPS Company for ships services supporting as an Admin & Camp boss ([www.swiftships.com](http://www.swiftships.com)) since Oct 2014 to Dec 2015.

## Key responsibilities:

1. Being In Touch with security by send and receive e-mails, phone call and other contacts about clients to inform me if they leave or arrive to camp to prepare room or take back it from them.
2. Update actual attendance timesheet, also doing a daily timesheet for whole persons in camp and send both to main office in America.
3. Monitoring the maintenance if there is an issue.
4. Monitoring the DEFAC (restaurant) condition.
5. Coordination between departments and units working in solving administrative and operational problems on a daily basis
6. Schedule and coordinate meetings, interviews, events and other similar activities
7. General desktop support 8. Also, doing simple IT job if they need.

**Note:** The people who were under my responsibly consist of two teams (30 Iraqi, 80 multinational)

Reason of leave: finish the contract

- I am worked with SILK ROAD GROUP as an Admin ([www.srgme.com](http://www.srgme.com)) since Nov 2015 to Mar 2017.

## Key responsibilities:

1. Send and receive mail and phone calls
2. Prepare business correspondence (often using word processing software, Microsoft office ...etc)
3. Work a daily attendance timesheet for employees in different locations of the company
4. Coordination between departments and units working in solving administrative and operational problems on a daily basis
5. Schedule and coordinate meetings, interviews, events and other similar activities
6. General desktop support
7. Also, doing simple IT job if they need.

Reason of leave: finish the contract

- I am working now with Nooralhilal company (nooralhilal.com) as SLB Consumables In charge since 15 Mar 2017:

## Key responsibilities:

1. In charge for Consumable shop in Schlumberger base.
2. Make monthly inventory for CS.
3. Inform my company about updates and client's requirements.
4. Coordination between my company and client.
5. Send and receive mail and phone calls
6. Prepare business correspondence (often using word processing software, Microsoft office ...etc)

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## Training courses

1. I have OSHA certification for constriction and General industry form
2. NAYA for Engineering services and Training in Basra [www.naya-est.com](http://www.naya-est.com)
3. I have Safety passport from Rumayla Safety Training.
4. I have training for Permit to Work (PTW) level 2 from Shell Company. I have a HR certificate from BAWBAT AL-FAYHAA Center.

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