Muthana Mohammed Hussein

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Date of birth: 9th August 1991

Nationality: Iraq

Gender: Male

Immensely talented and creative professional economist, maintenance and customer service individual, with Bachelor degree in Economy, maintenance experience coordinating and supervising work of general maintenance and upkeep of buildings, grounds, and equipment; maintaining electrical, plumbing, mechanical, and related systems. I have also worked with business management and customer service.

# WORK HISTORY

**HSE Officer**

* at HAVATEK Company
* Location: Iraq
* Company Industry: Oil/Gas
* Job Role: Safety
* May 2015 - September 2015

**2013 - 2014 ANTASH OIL & GAS COMPANY**

**Location: Quashe Power station, Duhok, Iraq**

***Job title: General maintenance officer***

* Supervising and overview the entire work, maintenance and replacements of Pipe and locks, & gages
* Supervised and conducted the installation process of and replacing new essential equipment
* Carrying out the installation and operating the work within a team of 6 maintenance officers
* Setting up and installing the supply giant pipe making connection, and fixing unusual issues coming up.
* Provide unique professional assistance to the team and other staff whenever needed.
* Conducted preventive maintenance and troubleshooting;
* Oversaw testing and replacement of damaged components and parts;
* Supervised the work and maintenance the oil and gas network system.

**2007 - 2013 SAFEEN PHOTOCOPY & STATIONARY SHOP**

**Location: Zummar, Mosul, Iraq**

***Job title: Management & customer service***

* Over Six years' experience in managing the shop, providing various of services to our customers, such as photocopying and scanning various documents, typing, writing and printing researches, letter of communications, books, education & training handouts & selling basic stationary items.
* Planning, directing and coordinating sales, service and operational functions.
* Proven record of assisting customers with purchasing stationary tools and books.
* In depth knowledge of checking incoming items against orders and invoices in order to manage reconciliation processes
* Operated cash register to finalize sales by accepting cash in exchange of services provided and items, books and stationaries sold
* Managed and straightened stationary items displays in the windows and inside the shop
* Plan and manage the maintenance of books and stationary items accounting records and processes.

# EDUCATION TRAININGS

2017 **DUHOK UNIVERSITY**  **Duhok, Iraq**

*Bachelor degree in economic*

2015 **INTERNATIONAL ASSOCIATION FOR HUMAN VALUES Duhok, Iraq**

*Life Skills Workshop 10 days workshop)*

# TECHNICAL SKILLS

* Very good use of computer, Microsoft office, word, excels, Photoshop and SPS.
* Very good in browsing internet and using emailing facilities.
* Skilled in operating and inspecting heavy equipment or machines to diagnose malfunction or defects
* Ability to plan, schedule and manage complex phases of the maintenance through completion;
* Highly skilled supervisor with ability to manage large number of professional staff and technicians.
* Experienced and Highly skilled team player that works well with diverse groups and teams;
* Ability to analyze project processes and techniques to identify new approaches to problems;
* Very good business management skills, can organize & prioritize tasks & negotiate in a diplomatic way.

# LANGUAGES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Languages | Understanding | Reading | Writing | Speaking |
| Kurdish (Native) | Fluency | Fluency | Fluency | Fluency |
| Arabic | Fluency | Fluency | Fluency | Fluency |
| English | Intermediate | Intermediate | Intermediate | Intermediate |