**ASHRAF I. MALIH**

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| **Personal Information**  **Date of birth**: 18/02/1982  **Tel:** 00964 7831437799  **Address:** Ash-Shatrah –Dhi-Qar Governorate, Iraq  **E-mail:** ashraf.wft@gmail.com ashraf\_almohandis@hotmail.com  **Gender:** Male **Nationality:** Iraqi **Present Location**  **Status:** Married  **Number of dependents:** 4 | **:** Iraq **Marital** |

# Summary

Highly dynamic personality, forward thinker, believe in positive communication is the best strategy to achieve objectives and plans, strong ability to follow up with persistence to achieve goals, objectives and tasks. Solid experience in achieving targets and implementing plans by developing strategies to support various Human Resource/ Finance/

Administration functions through providing comprehensive, effective services within the spirit and scope of the organization approved vision, mission and values.

•More than 10-year-experience in working in multi-tasked positions for international& local companies. •Experience in managing Administrative, PR, Humanitarian Aid, Security, Logistic, and other projects

•Excellent references

•Able to work on own initiative and as part of a team.

•First-class communication and writing skills both in English and Arabic

•PC advanced user (MS Office)

•Quick learner and fast adapter

**P ROFESSIONAL E XPER I E N C E**

# Office Manager

**Dhi-Qar Towers Company**

**Location:** Nasiriya

**Company Industry:** General construction

**Job Role:** Management

January 2015 – January 2017

# “Camp Manager”

**Weatherford Middle East Oil Tools Co.**

**Location:** Zubair Base /Basra, Iraq

**Company Industry:** Oil/Gas

**Job Role:** Management

January 2012 - January 2014

Camp Manager

Weatherford

January 2012 - January 2014 (2 years 1 month) ENI -Zubair Oil Field / Basra / IRAQ **Job responsibilities:**

Works with Caterer and Camp maint. Contractor to ensure they remain in compliance with all safety/health requirements and are providing quality services in accordance with the contract.

* Ensures catering and maintenance plans/records provided are accurate and reviewed periodically.
* Approves Daily, Weekly and Monthly reports for movements of lunches and accommodation occupancy. • Introduce statistical reporting system related to camp contractors overall safety performance of site are monitored, analyzed and corrective action taken if required. Produce monthly and annual statistical reports (including Key Performance Indicators (KPI report) for submission to SHE dept.
* Perform roving assignments to work at all camps/offices as required on project.
* Assists Cost & Controls Advisor by reviewing catering cost and invoices for accuracy or oversights before approved.
* Identifies specifications for camp furnishings or catering equipment needs to fulfill requirements of the facilities and infrastructure.
* Has oversight with the Camp Maintenance Team to provide Customer Service in a Safe and secure facilities. • Ensures Supplies & Materials delivered by truck and Food Hygiene is randomly checked for quality control.
* Review food quality, food handling practices, and participate in monthly HSE inspections in conjunction with the camp doctor. • Participates and leads camp contractors (service, transport, security practices etc.) safety meetings and committee improvement forums. Participate in periodic Safety/MOH walk-through and control audit inspections.
* Labor relations - ability to interact in multi-cultural environment. Good people skills • Maintains secure access to accommodations and key control.
* Review and maintain Camp Safety Rules. Control of Contractor’s safety briefing’s conducted for personnel arriving onsite.
* Train and Mentor to National employees for their career development.

# “Focal Point & Camp Manager”

**Weatherford Middle East Oil Tools Co**

**Location:** Gharraf Base /Nasiriya,Iraq

**Company Industry:** Oil/Gas

**Job Role:** Management

January 2011 - January 2012

Iraq Operation - South Area - Nasiriya - Gharraf Camp - Drilling 11 wells project Weatherford Middle East Oil Tools Co. (IRAQ)

Focal Point

Worked as a focal point in Weatherford Company at Gharraf field contracting with PETRONAS Company.

As directed Weatherford Company I worked as a focal point to coordinate & management our jobs with PETRONAS Company and Nasiriya Government at Gharraf Field.

According to camp manager responsibilities are as previous.

# Camp Manager

**Weatherford Oil Tool Middle East**

**Location:** North Rumailla Base / Basra, Iraq

**Company Industry:** Oil/Gas

**Job Role:** Management

January 2010 - January 2011

Camp Manager (January 2010 - January 2011)

**Job responsibilities:**

* Provide Camp Facilities Management Services
* Manage the food and accommodations services. Responsible for Alsafi Catering Company & TAAZ Security Company.
* Co-ordinate with Camp construction Managers to provide camp building operations and facilities. Daily working with MEP team for camp maintenance for overall camp operations.
* Daily co-ordinate with the Caterer for food issues and good housekeeping practice and safe working conditions.
* Co-ordinate with HSE formulating pest control schedule, oversee by facility team every fortnight in all locations.
* Procure outfit, furniture, materials and other things needed. Responsible for invoices and purchasing needs of the camp.
* Provide logistics operations concerning equipment in and out movements
* Make monitoring of daily recording of general utilities of diesel consumption of generators, water tankers, gas consumption and drinking water at the mess and site portals etc…
* Conduct monthly project risk management report and actions to improvise working closely with HSE team.
* Prepare weekly messing sheets and monthly statement of the entire food bill and rebill items, inspected by the camp administrator guided by me.

## Camp Manager Assistant

**Weatherford Oil Tool Middle East**

**Location:** South Rumaila Base / Basra, Iraq

**Company Industry:** Oil/Gas

**Job Role:** Management

July 2009 - December 2009

* Responsibilities are as previous
* Servicing individuals of WFT, WDI, OG Companies inhabitant in SRC (430 individuals) by operating MG Service & Catering Company.

**Office Manager & Public Relations**

February 2008– January

2009

**Kaser Al Ameer Company (IRAQ) Bada’a, Iraq** **Job responsibilities:**

* Responsible for the oversight and administration of all of the Kaser Al Ameer subcontracts at the

Water South site, including the construction packages (CP-7, 8 &16) and the general service contract (F-63).

* Supervise of all project supervisors and workers, interfacing with FluorAMEC personnel
* Remediate any problems or issues
* Compile daily reports
* Assist with invoices and account payable and receivable issues.
* Assist in direct employment and termination of workers, as well as handle various employee concerns.

**Food Processing Manager / Gulf Catering Company (GCC)**  January 2006/ March 2007

To process all supply of food and its quality management.

**E DUCATION &** **QUALIFICATIONS**

**BAGHDAD UNIVERSITY**

(Baghdad, Iraq)

**Degree:** Bachelors at Food Sciences & Microorganisms Technology 2004 Subjects studied during my undergraduate studies:

* Principles of Food and Bioprocess Engineering
* Careers in Food and Bioprocessing Sciences
* Muscle Foods and Eggs
* Milk and Dairy Products
* Science of Food Preparation
* Sanitation Standard Operating Procedures in Food Safety Control
* Microbiological Food Safety Hazards
* Good Manufacturing Practices
* Food Sanitation
* Chemistry of Food and Bioprocessed Materials
* Food Microbiology
* Upstream Bio manufacturing Laboratory
* Food Laws and Regulations
* Postharvest Physiology
* Problems and Design in Food and Bioprocessing Science

* PRT (Provincial Reconstruction Team) coordination with Florence University 14 August – 3 September 2008

(Camp Adder / Tallil, Nasiryah, Iraq).

Intensive course in Milk and Cheese Training.

* Weatherford Company April 12, 2010 - April 12, 2010

(North Rumaila Camp / Basra, Iraq).

Intensive course in Safe Start.

* Weatherford Company

22 April, 2010

(North Rumaila Camp / Basrah, Iraq).

Intensive course in Computer Based Technology.

* Weatherford Company

October 16, 2011

(North Rumaila Camp / Basrah, Iraq).

Intensive course in Environmental Induction

* Weatherford Company

September 06, 2011

(North Rumaila Camp / Basrah, Iraq).

Intensive course in 8140 - Code of Business Conduct

* Weatherford Company

September 06, 2011

(North Rumaila Camp / Basrah, Iraq).

Intensive course in 8141 - International Bribery and Corruption: Global Edition

* Weatherford Company

October 16, 2011

(North Rumaila Camp / Basra, Iraq).

Intensive course in Weatherford Health & Safety Induction

* Weatherford Company

October 16, 2011

(North Rumaila Camp / Basra, Iraq).

Intensive course in MENA IT Induction Program

**-------------------------------------** Computer Skills **---------------------------------------**

* **Computer** programmers: office (outlook, word, excel, excess, power point, front page) – Graphic (Photoshop, photo brush, 3Dmax) – Multimedia (Windows Move Maker, Ulide video studio), And others. \* E-mail
* Social Media
* Capability to give lectures in computer skills with training courses.
* Installation of internet networks.
* Typing skills: 20 w. / min.

**References:**

* Abd Al-Ameer Al-Taee, Kaser AlAmeer Authorizing Manager E-Mail: Kaser\_alameer@yahoo.com
* Howard Ende, Subcontracts Administrator, FluorAMEC, LLC

Water Project South

Nasiriyah, Iraq

E-Mail: Howard.Ende@fluor.com

* Rajiv Chanda Di-Fac.Manager, Gulf Catering Co. E-Mail: Rajiv\_Chanda2004@yahoo.com

* Waleed Asslman, Weatherford Country Manager

E-Mail: Waleed.Asslman@me.weatherford.com

* Jassim M. Jassim, Weatherford Project Manager

E-Mail: Jasim.Alsaidi@me.weatherford.com

* Oday Abdullah, Weatherford Security Manager

E-Mail: odayabdullah621@gmail.com