

**Yasser Salem Moneem**

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# Sept. 14, 1992

Iraqi

## Educational Qualifications:

* **Academic Experience:**
* **Production and Metallurgy Engineering (Mechanical Engineering) - University of Technology**. B.Sc. Bachelor's degree in production engineering (September 2010 to July 2014).
* **Defense Institute of Security Cooperation Studies**. Diploma certificate of Security Cooperation management overseas (Modified) (352) from. U.S. Embassy Baghdad March 7, 2018.
* **OSHA Training Institute Education Center**. Health and Safety Enforcement (HSE), Identity of practice (OSHA ID) and certificate, for occupational Safety and Health Standards course include, Hazard Recognition Training for general industry.
* **University of Technology – Civil Engineering Department**. Certificate of participation of identify the area of digital devices and modern: (Level, Theodolite, Total station) (June 18, 2014 to June 26, 2014).
* **DOS**. Certificate of completion of Basic First Aid awarded May, 11, 2017.
* **Office of English Language programs – DOS**. Certificate of participation of American English live: Teacher Development Series 1, January- March, 2018.



* **Professional Experience:**
* **PMO – Admin at** Valiant Integrated services: International zone, from (May 2019 – Present)
* **FMS Logistics Coordinator** at Valiant Integrated services assigned to OSC-I, International zone, from (December 9, 2014/ April 2019).
* **Administrative assistant / IT** at AL-HADARA companyfor trade from (June 2014 / May 2015)
* **Assistant Engineer –** atAL-SUMOOD COMPANY FOR STEEL. welding operation (September 2011 / September 2012)
* **Computer Maintenance Technician** at Al-Madar officefrom (June 2007 – October 2009).

## Skills, Training and Abilities:

* **Software:**
  + Microsoft Office Suite (Word, Excel, Access and PowerPoint), Adobe acrobat, Auto cad, Photoshop, Arduino program, Microsoft Outlook and MatLab.

## Training:

* + **KNAUF German Company** for dry construction system in Iraq (June 2016). Certificate of Training of overall course for Modern construction concerning modern construction ways and systems (Dry Walls Systems), The Training was about (Partitions, ceiling, insulation, plastering, lining, cladding, and finishing).
  + **University of Technology- Workshop training center**. During the four years where I was study. I gained experience from the design and implementation of the graduation project (Design and manufacturing of some burnishing tools).
  + **Al-Doura electricity station** from 1/7/2011 to15/8/2011.

## Abilities:

* + Planning and handling multiple tasks and projects with minimum supervision.
  + Working independently on day-to-day matters, and experience in managing data.
  + Ability to independently plan and manage daily work and exercise sound judgment.
  + Interpersonal relations in order to work tactfully and efficiently with a wide variety and level of contacts.

## Expertise in:

* + Run and use lathing and milling machines and CNC programming.
  + Detecting the defects of the metals by using traditional and non-traditional methods.



## Languages:

* Arabic (Native)
* English (Advanced Level) - Verify at certs.duolingo.com/g7695dxg 

## Memberships:

* Iraqi Engineering Union.

## Duties according to the above experiences:

* **PMO – Admin at** Valiant Integrated services:

1. Works with the Project Managers to define and implement standards and tools for project planning, reporting, risk management and issue tracking.
2. Work with all Project Managers to ensure weekly project status reporting is provided in a timely manner
3. Plan and coordinate program management process activities such as Program Reviews including the scheduling of meetings and preparation of briefings/presentations.
4. Maintain point-of-contact lists, including documenting staff changes and collecting relevant staffing information
5. Coordinate project schedules, including participation in meetings; documentation and distribution of minutes and action items; and tracking action items for their successful completion
6. Assist in the preparation of daily, weekly and monthly management plans and reports.
7. Perform administrative functions such as email and memo correspondence, schedule appointments, organize and maintain paper and electronic files, and providing information, requiring broad experience, skill, and knowledge of organizational policies, practices, and procedures.
8. Maintain correspondence suspense files, records, files for reports, operating procedures, internal memorandums; compose and distribute correspondence.
9. Manage the administration associated with all new project requests and allocation of project managers.
10. Assist program staff in carrying out administrative procedures to manage the day-to-day operations.
11. Supports the day-to-day activities for the program staff.
12. Maintains record management of program files and reports, including data entry and record keeping.
13. Provides oral and written translation (AR-EN and EN-AR) when required in the course of duties, including drafting emails, reports, and documents using Word, Excel, PowerPoint.
14. Monitors and assists with maintenance of the project databases
15. Other duties as assigned

* **FMS Logistics Coordinator at** Valiant Integrated services:

1. Main liaison between Production, beneficiaries, Technical Services, and Logistics.
2. Schedules, supervises and directs the day-to-day functions and work flows of Field Technicians.
3. Report to Mechanical Supervisor for spare parts and consumables required for the activities and update spares availability to cope up with the maintenance requirements.
4. Assists in answering inquires, issuing actions; reviewing all incoming and outgoing correspondence for format and accuracy.
5. Supports the execution of program management reviews with the Iraqi Army and keeps the beneficiaries advised of the status of their programs
6. Coordinates closely with Iraqi Officials Officers (High rank officers) and/or Iraqi Officials Directors from the private sector regarding equipment maintenance and services.
7. Updates all the shipments arrival sheets and figure out the deadline.
8. Follow up all the cases and the progress of shipments.
9. Scheduling meetings and appointments.
10. Prepare invitations, memos and other correspondence by using Microsoft PowerPoint, outlook, word, and Photoshop in order to use basic numerical skills in preparing guest lists.
11. Keeps close contact with senior officers of the Iraqi Army in order to facilitate meetings and advise matters relating Foreign Military Sales of Army team
12. Assists with visa coordination for designated Iraqi officers for any available TDY.
13. Build contacts with Iraqi’s Key Leader Engagement including military officers from Ministry of Defense and Government officials such as Artillery, EME, Armored, PMNOC, Chemical, Transportation and supply Directorates to include coordinating joint meetings and interpretation.
14. Prepare talking points and meeting minutes’ draft for my supervisors along with cultural guidance and scheduled reports.
15. Documents Translation, such as LOAs, LORs, ITNs, CLs, and any other documents translation assigned to my supervisor.

## Administrative Assistant / IT, at Al-Hadara Co.

* 1. Perform administrative work, including scheduling, maintaining files and sorting mail for the Human Resources department.
  2. Assists and backs up the team on all aspects of program processing during activities, such as recruitment, selection, and travel.
  3. Assist with day to day operations of the HR functions and duties.
  4. Coordinates travel arrangements for Coworkers with the travel office.
  5. Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, and performance evaluations).
  6. Write and distribute email, correspondence memos, letters, Scan and forms. Develop and maintain a filing system.
  7. Responsible of Input, output and create the items code for all the Items inside the main warehouse and sub warehouses, by using ERB ALPHA system.
  8. Responsible of making the monthly inventory of the items and comparing it with the stock in the system.
  9. Doing presentations about the new products of the company.

1. Making time table for visits and weekly activity reports.
2. Making orders for the dealers.
3. Making good relations with the dealers.
4. Making Business plan and Action plan.

## Assistant Engineer at AL-SUMOOD COMPANY

Assistant engineer (sub supervisor) at the company welding workshop.

## Computer Maintenance Technician at Al-Madar office

1. Repairing equipment and replacing parts.
2. Troubleshoot hardware and software issues in person, remotely and via phone.
3. Setting up hardware and installing and configure software and drivers.
4. Maintaining and repairing technological equipment (e.g. routers) or peripheral devices.
5. Installing well-functioning LAN/WAN and other networks and manage components (servers, IPs etc.).