Dhaif Mousa Muhammed

Iraq - Baghdad

**Email**: [dayif.dm@gmail.com](mailto:dayif.dm@gmail.com)

[dhaifm83@gmail.com](mailto:dhaifm83@gmail.com)

**Phone**: +964-773-569-1757

***Experience:***

**HR / Admin Coordinator, private Sector company, January 2019 – Oct 2020**

Implement the organizational structure, preparing open positions, Selection of

matching candidates and interviews with them, train employees and prepare them

for the job according to the specializations, including administrative training and

electronic archiving.

**Stores Manger, JOTUN Company, Baghdad, February 2018 – December 2018**

Responsible for 6 storage locations in several different locations in Baghdad, Ensure

the arrival and receipt of shipments and materials, Inventory all incoming materials,

making sure that all materials inside the store are properly stored, with considering

HSE requirement, FIFO, etc.

**Logistics Coordinator, Shahid AL Iraq, Baghdad, September 2015 – December 2017**

Monitor and follow up the daily performance and workflow of employees, follow up Procurement and supplies, and verify of operations, Delivery and reporting of Procurement, fuel consumption , assets, stock status, communications, and transactional organization of vehicles and files for them and for drivers, and organization of their reports , follow-up storage of materials as well, ensure notice of store cards , stock status to ensure the safety of the store and stock .

**Warehouse Manager, private sector company, Baghdad, June 2012 – September 2015**

Ensure the safety of the buildings and warehouses belonging to the company, taking

into account the maintenance and direct supervision of staff briefing with proper and safe use, training on the preservation of buildings and warehouses and safety to prevent accidents and Maintenance materials. Usage, supervision of tools and maintenance of required tools inside buildings, preparation of reports , supervision of Procurement and Maintenance materials.

**HR /Admin & Logistics Officer, 1st DIV Iraqi Army – Commando Unit,**

**Alhabania Base / August, 20, 2007 – 2009 / Anbar - Iraq**

**Tariq camp / 2009 – March 2012 / Anbar – Iraq**

Translation services that include receiving and delivery of materials, high coordination between the Iraqi and American teams , and supervision and follow-up On the various sections of the regiment headquarters, and includes training of staff within the preparation and Implement of the organizational structure and databases, Training plans, inventory and entry of materials, weapons, technical devices and vehicles with numbers, types and warranty , Safety of warehouses, warehouses and weapon stores, conducting periodic inventories ,ensuring the safety of buildings, and ensuring information For individuals and their entitlements to salaries, periodic and sick leaves, and to supervise the developmental courses and curricula to ensure Highest level development .

**Interpreter, L3 Communication, Baghdad, June 2006 – August 2007**

Interpretation, translation and cultural adviser services supporting US military in duties, training and meeting.

**Security Supervisor**, **Boban company, Baghdad, 2004 – June 2006**

Direct supervision of the development of security plans for the company . Training of personnel, ensuring a summary of employee developments Evacuation security tasks, evacuation priorities, assist in recruiting employees, maintaining contact points with local authorities .

***Education, Certificates, and Computer Skills:***

* Technology Institute, general mechanic Baghdad, 2003.
* MS Office literacy (Word, Excel, Power Point.etc.). Internet and social media search. Email literacy.
* English Evaluation Certificate (www.englishtest.doulingo.com). Intermediate Level, 2017.
* good knowledge web programing (html / CSS / JS) front end (personal effort). with beginner knowledge with coding language (C, C++, C#).
* Skills of training and development , handle with different background cultures .
* Detail-oriented , working under pressure , team player , managing and supervision of staff effectively