

WAIL SAADI ABDULKAREEM ALSAUD*HR Manager – Factories Manager and Supervisor – Administration Manager .*

Sharjah, United Arab Emirates
 Visa Status Residency : Visa (Transferable)
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 yam.alsuood.2000@gmail.com

1 January 1965
 Iraq
 Married
 Iraqi

**OBJECTIVE**

Looking for challenges with better prospects to provide a strong foundation for an established future; seeking opportunities to gain valuable experience and knowledge; Dynamic professional offering formal education, strong background, valuable experience, skills and attributes for a rewarding role in Human Resource. Holds 15+ years track record of top quality performance in handling HR , administrative & Factories Supervising contributed towards organization's growth. Significant highlights include managing organization's workforce; equipping staff with knowledge, practical skills and motivation to carry out work-related tasks hence achieve full potential; organizing various activities and establishing new improvements; streamlining operations; carrying out multiple tasks simultaneously; performs well under pressure; maintains strict confidentiality of company records; coordinating with third parties; and surpassing performance parameters. Equipped with Bachelor's Degree. Holds excellent leadership, analytical, problem solving, organization, coordination, monitoring, time management, communication and interpersonal skills . Keenly interested for a more challenging work profile to promote forward thinking and strive for excellence.

**EDUCATION**

Bachelor degree of Marine Science / -July 1985 Basrah -Iraq
Arabian Gulf Academy for Maritime Studies

Bachelor Degree of Business Administration / -July 1988 Baghdad, Iraq
Faculty of Administration and Economics AL-Mustansiriya University

**EXPERIENCE**

Head of factories section and Supervisor / From May 2010-To Apr 2020 United Arab Emirates
Factories of Dubai fishermen Cooperative Society

Job Role: Head of section and supervisor

Oversee the functioning and operation of open plant facility and related equipment

- Ensure timely stocking of material
- Drive sales via maintenance of fruitful potential customer relations
- Coordinated with the factory staff and prepared notes for worker's shift timings
- Supervised and monitored the factory automation service cell
- Experience of managing various activities in factory
- Analyzed and recommended ways to minimize cost.
- Prepared schedule for all factory activities.
- Ability to maintain efficient relationship with team
- Operational knowledge of labor agreements and rolls

Muhammad Abdullah Al Saeed General Trading

Job Role: Human Resources and Recruitment

Follow-up to complete the legal procedures on transactions of employees in government departments through the Public Relations Department .

- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance. Studies legislation, arbitration decisions, and collective bargaining contracts to assess industry trends
- Follow up and organize files and records of employees and shareholders and make necessary upgrades to them.
- enveloping the HR plans and policies in conjunction with the company's overall development plan.
- Co-coordinating with finance department for processing of payments to employees.
- Maintaining good internal communication within the company.
- Developing and implementing the performance appraisal system for the company and coordinating it with other line managers.
- identify the needs of all sections of the new staff of experienced, high efficiency and, as needed, competence, and for that reporting to the General Administration in the Assembly
- follow up all orders and the needs of the department and coordination with different departments to provide the applications
- Participation with the accounting department with regard to the joint action mathematically and administratively and provide necessary assistance to them in order to facilitate their work.
- Administers benefits programs such as life, health, and dental insurance, pension plans, vacation, sick leave, leave of absence, and employee assistance.
- Investigates accidents and prepares reports for insurance carrier. Coordinates Safety Committee meetings and acts as Safety Director.
- Conducts wage surveys within labor market to determine competitive wage rate.

Management Director And Operations / From May 2003-To February 2005

United Arab Emirates

Khalifa Al Shamsi Foundation

Company Industry: Ground Fleet, Aviation, & Marine Refueling

Job Role: Management

formulating and successfully implementing company policy;

- directing strategy towards the profitable growth and operation of the company;
- developing strategic operating plans that reflect the longer-term objectives and priorities established by the board;
- maintaining an ongoing dialogue with the chairman of the board;
- putting in place adequate operational planning and financial control systems;
- ensuring that the operating objectives and standards of performance are not only understood but owned by the management and other employees;
- closely monitoring the operating and financial results against plans and budgets;
- taking remedial action where necessary and informing the board of significant changes;
- maintaining the operational performance of the company;
- monitoring the actions of the functional board directors;
- assuming full accountability to the board for all company operations;
- representing the company to major customers and professional associations;
- Building and maintaining an effective executive team.

Deputy General Manager and Operations Manager and Management Director /

IRAQ – BAGHDAD

From July 1997-To January 2003

at Arab Institute for Higher Studies Educational and Psychological

at Institute of Languages and Translation. Mustansiriyah University

at National Center for Computer Systems

at Baghdad Center for Rehabilitation of the Disabled

Job Role: Deputy General Manager and Management

Improve the operational systems, processes and policies in support of organizations mission -- specifically,

support better management reporting, information flow and management, business process and organizational planning.

- Manage and increase the effectiveness and efficiency of Support Services (HR, IT and Finance), through improvements to each function as well as coordination and communication between support and business functions.
- Play a significant role in long-term planning, including an initiative geared toward operational excellence.
- Oversee overall financial management, planning, systems and controls.
- Management of agency budget in coordination with the Executive Director.
- Development of individual program budgets
- Invoicing to funding sources, including calculation of completed units of service.
- Payroll management, including tabulation of accrued employee benefits.
- Disbursement of checks for agency expenses.
- Organization of fiscal documents.
- Regular meetings with Executive Director around fiscal planning.
- Supervise and coach office manager on a weekly basis.

Captin Navy and Anaval Officer / From July 1985-To July 1997
Iraqi Navy



PROFESSIONAL SKILLS

Collecting information, investigate options, and create solutions / -

Work and management experience in a changing environment / -

Writing accurate technical reports / -

Ability to define and lead tasks / -

Always ready to help less experienced team members through workloads / -

Planning and management / -

Coaching and team leadership / -



GENERAL SKILLS

- • Active Listening
- • Adaptability
- • Communication
- • Creativity
- • Critical Thinking
- • Customer Service
- • Decision Making
- • Interpersonal Communication
- • Management
- • Leadership
- • Organization
- • Public Speaking
- • Problem-solving
- • Problem-solving
- • Teamwork



COMPUTER SKILLS

- • Operating systems (Windows)...
- • Office suites (Microsoft Office) ...
- • Presentation software (PowerPoint)...
- • Spreadsheets (Excel, Google Spreadsheets, etc.) ...
- • Communication and collaboration tools (Skype, etc.) ...



PERSONAL SKILLS

- The ability to listen and carry out instructions from a higher position
- Take the lead for a new mission
- The ability to perform multiple tasks
- Reliable person, I have an entrepreneurial spirit
- I have a dynamic personality, I can solve work problems and presentation skills
- Conscious details with the ability to study aspects of any project
- Full adaptation to work under any condition, and the ability to improve myself



LANGUAGES

- Arabic , Native Language
- English , Good