



CURRICULUM VITAE

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CAREER SNAPSHOT (Professional Experience 14 years plus)

PERSONAL INFORMATION :

DOB: 31 January 1978
Nationality: Iraqi
Residence: Basra – Um Qasr
Marital Status : Single
Gender: Female
Passport no: G2282185
Last salary & expected Salary 3000-3500 USD

HIGHLIGHTS OF EDUCATION:

BS/English Dept. / Literature & Translation Collage /Basra University Iraq

COMPUTER SKILLS:

Operating System: Windows98, 2000, 2003 Server, Windows XP & Windows 7.

Tools: MS Office, Word, Excel, Power Point and Outlook.

E-Mailing tools: MS Outlook, Windows Outlook, Yahoo and Google mail

Hardware: Hands on Experience of Computer hardware and networking.

Networking Skills: Linked in, Gulf talent , Nukrigulf , twitter.com, Gulfcareers, jobshout.com , Byte .com, Forsa , USAID

ADDITIONAL QUALIFICATIONS :

- ☐ General product knowledge
- ☐ Some analytical ability where problems are not difficult or complex
- ☐ Interpersonal skills to work effectively with others, motivate employees and elicit work output
- ☐ Oral and written communications skills
- ☐ Bachelor Degree or equivalent experience
- ☐ Previous experience in a unionized warehouse setting would be an asset

WORK EXPERIENCE & PLACES :

❖ UNITED NATIONS ASSISTANCE MISSION FOR IRAQ (UNAMI)



JOB DISCRUPTIONS : (Administrative Assistant GL5/6 - PSA)

- 1- Identify vacant posts for international security officers as per authorized staffing table
- 2- Perform the necessary steps required in Inspira, such as building VA, during the initial stage
- 3- Notify HR to release the VA
- 4- Receive longlist of applicants from HR upon expiration of VA
- 5- Review applications, prepare evaluation matrix for PSA's decision.
- 6- Obtain longlist for HM to prepare a shortlist, set a test date and interview date.
- 7- collect necessary documents (such as Basic and Advance security in the Field, copy of contract, copy of valid national driving permit, etc)
- 8- Complete all required forms, such as ID request form, PCIU, CITS and Driving permit request forms, etc.
- 9- Obtain the necessary details of the individual and populate the master database
- 10- Prepare the Biweekly Admin status report
- 11- Update the recruitment status report, staffing table and the section's organization chart
- 12- Coordinate that SMT meetings are held as scheduled
- 13- Strictly monitor and implement PSA's daily calendar.
- 14- Preparation of minutes and circulation of relevant documents to the members
- 15- Agenda points for meeting is prepared and submitted to PSA
- 16- Provide administrative assistance to all SSI Staff.
- 17- Arrange meetings and other appointments for the PSA.
- 18- Organize PSA's forum with Unit Supervisors, Minutes prepared and submitted to PSA

❖ INTERNATIONAL CONTAINER TERMINAL SERVICES CO.



JOB DISCRUPTIONS : (HR Chief - Reporting to CEO)

- 1- Recruitment, hiring and employee relations in departments
- 2- Investigating and providing guidance on employee relations issues through progressive disciplinary process.
- 3- Keep current with employment law and HR regulations to ensure regulatory compliance.
- 4- Administering all benefits such as FSA, STD, PTO, medical and dental, life insurance, supplemental life insurance & Taxis for (locals & expects)
- 5- Planning, follow up booking tickets , visas issued , blood test and record rotation vocations and facilities staff's movement from/to accommodations and work place
- 6- Developing and executing all policies and procedures for both different plants and Divisions.
- 7- Working closely with the insurance company for Workers Compensation and Disability and sick/injured employee to facilitate their return to work to lower cost to company.
- 8- Creating and managing HR budget and database of employees details
- 9- Start up and administration of Apprentice Program, facilities services with other Departments requirements

❖ GULFTAINER COMPANY LIMITED (2010 – 2015)

(Secretary / Hr Admin Officer & Operations Officer Reporting to Operations Director & HO)



JOB DISCRUPTIONS OF SECRETARY & OPS OFFICER)

- 1- Documentations & Records Operations (Yard & Vessels)
- 2- Complete & Send Daily Report for Yards Productivity / Lines Agency /Containers movement
- 3- Weekly /monthly / Yearly throughputs Lines ships / productivity of operations Reports
- 4- Performance of vessels (Discharge/ loaded) all aspects of movements on boards or vessels (TDR , VPR, SPR)
- 5- Release containers as per BL & DO
- 6- Coordinating with operations Group of Lines Agency inside & Outside Iraq
- 7- Prepare the Bill Of Loading and Manifests after IPA & Customers Process Documents
- 8- Follow Calls (ETA & ARV) of Quay for Berthing agents or vessels
- 9- Answers Phones / Fax/ Mails and corresponding
- 10- Filings
- 11- Contracting Commercial
- 12- Appointment Meetings
- 13- Translating in/out Official Books in both (English / Arabic) versa.
- 14- Bank Treatments and Corresponding / Transferring / exchanges Accuracy with Full Translated
- 15- Completed Monthly Report of Um Qaser Ports(North & South) for comparison the Highly Budget of each berth

❖ GULFTAINER COMPANY LIMITED (2010 – 2015)

JOB DISCRUPTIONS OF HR ADMIN OFFICER:



- 1- Recruitment, hiring and employee relations in departments.(prepare MRF)
- 2- Payroll & submission the salary in provide the attendance & daily timesheet through follow up the hands punch system
- 3- Check and Records the BL (Balance Leave) monthly & Yearly to be settled the total account balance for employees (expects & locals) at the end of each year
- 4- Identifying vacancies, post open job, interview, and match applicant with open positions, background and reference checks, extend offerings and employee on-boarding.(complete all employed process)
- 5- Interpreting policies and procedures to ensure agency vision, mission and goals are achieved.(settled , promotions , employed , personal folders, warning, terminations , dismissal , training , blood test , visas issued , tickets book)
- 6- Investigating and providing guidance on employee relations issues through progressive disciplinary process.
- 7- Keep current with employment law and HR regulations to ensure regulatory compliance.

- 8- Administering all benefits such as medical and social security (SSD) , life insurance, supplemental life insurance,
- 9- Evaluating, developing and executing all policies and procedures for both different plants and Divisions.
- 10- Working closely with the insurance company for Workers Compensation and Disability and sick/injured employee to facilitate their return to work to lower cost to company.
- 11- Creating and managing HR budget.(monthly & yearly report)
- 12- Work side to side with Finance Dept. in put average of salary and Database of employees details
- 13- Dealing with Purchaser

❖ IRAQI MARITIME AGENCIES STATE OF TRANSPORTATION (2002 -2010)

(Supervisor Documentation control & Office Manager of Delivery orders)



JOB DISCRUPTIONS :

- 1- Supervising and controlling the Job as Administrations Officer and Assistant the managers by Reporting them and sends Documents with full details such as Manifests or BL 2- Dealing with account subjects such as Fees & Due of Shipping Lines
- 3- Providing and prepare the invoices of the livelihood & Water (Services) for Vessels
- 4- Issued Delivery Order for containers /cars /Equipments after check the shipments received and insurance by the line ship
- 5- Keep the customers Documents for release or collection containers (Kind of containers services)
- 6- Filing all Process in Desk top of computers
- 7- entrance all data of Vessels and Line ships
- 8- Follow up and keep with records the court agency allowances for Merchants rights to received containers

❖ SABA SHIPPING & SERVICES MARINE APL (2002)



JOB DISCRIBITIONS :

- 1- Responding Phones fax , mails
- 2- Appointment Meetings
- 3- Filling
- 4- Records corresponding
- 5- Translations official books
- 6- Typing in both English / Arabic

OBJECTIVE:

Seeking a challenging career within a dynamic and progressive organization where enthusiasm dedication and the ability to manage tasks effectively are prerequisite in driving the organization forward

OTHER EXPERIENCE :

Managements

Finance

Logistics

Shipping

Training

Administration

Facilities

Marketing

Commercial