

NAME: Alaa Abdul kadem Faisal

Nationality: Iraqi

Place of Birth : Basrah

Date of Birth : 9\9\1989

Sex: male

Marital Status: Married with 3 kids.

Mobile : 07813772983

Email : <u>lkadem@yahoo.com</u>

Qualifications:

Graduate from the Technical Institute - Department of Electricity 2007-2008

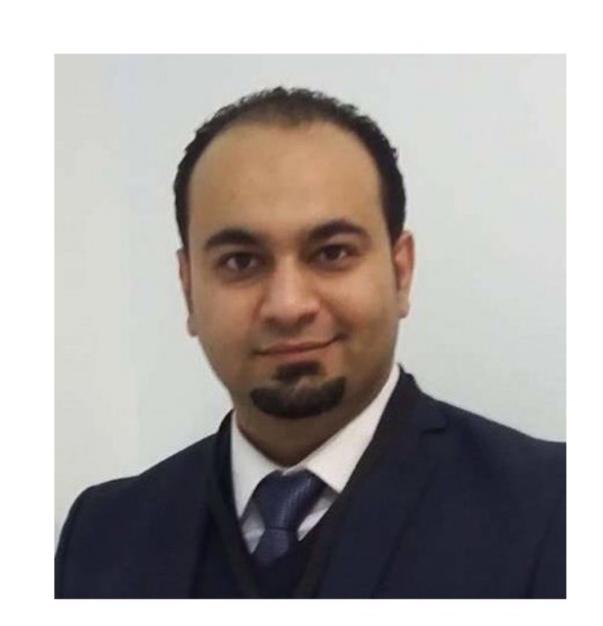
Computer skills: Office package, Internet, Email,

Work Experience:

<u>Ian. 2013 - Present</u>

Worked for EDGO Holding Group as an Authorized manager and the Public Relations Officer My responsibility included:

- Public relations
- Signing on behalf of the company on opening and closing bank accounts, plus sending and receiving transfers from/to TPI, NBI, Byblos banks.
- Following up the company business with BOC, SGC, BGC, NOC, SRC, and other oil and gas companies, and government directorates.
- Prepare all the correspondence between the company and BOC, SGC, BGC, NOC, SRC, and other companies.
- Arranging for the airport sponsorship for Arabs & expats working for Edgo and their Joint venture companies.
- Arranging for the blood test for Arabs & expats working for Edgo and their Joint venture companies.





- Arranging and following up the visas we submitted via BOC in Basra and the ministry of Oil in Baghdad.
- Arranging for the residency issues in Baghdad for all the expats in the company.
- Arranging for issuing the security permits to Oilfields "North Rumaila, South Rumaila, Burjisia, Majnoun, ... etc.
- Handled logistics for the company.
- Following up the company financial issues with TPI, NBI, Byblos banks.
- Arranging all the logistics services during the exhibitions plus PR during the exhibitions.
- Handled miscellaneous issues requested by the company, like issuing airline tickets, arranging for the seminars and meetings.

Sep. 2009 - Dec. 2012

I worked for Power Engineering World Company, as project assistant manager.

- Worked as a coordinator between Hunyadi and our company during the power plant contract.
- I was responsible of the warehouse and issuing lists of the received and the delivered materials.
- Following up all the issues related to visas, sponsoring at the airport, blood tests, residency and related services for Hyundai company.

<u> Jan. 2004 – Aug. 2009</u>

Private work: I worked in control panels maintenance, and related devices.

Jan. 2003 - Dec. 2003

I worked for the Institute of Informatics (Sky Net) as a computer teacher

- Teaching computer maintenance
- Surf the Internet professionally
- Installing software and how to install windows and split hard.



<u>Languages:</u>

Arabic: Native

Excellent in reading, writing & speaking

English:

Good in reading, writing & speaking