

# C.V



**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 : lkadem@yahoo.com**

## **Qualifications :**

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

**Computer skills: Office package, Internet, Email,**

## **Work Experience:**

**Jan. 2013 – Present**

**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.**



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- *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.*

## Jan. 2004 – Aug. 2009

*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.*



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## Languages:

*Arabic: Native*

*Excellent in reading, writing & speaking*

*English:*

*Good in reading, writing & speaking*