

# Ahmed Nahedh

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## Experience

- 2013: Employed as Technical Support Engineer in Baloma Internet and networks Company.
- 2013-2014: Contracted with the IHEC Independent High Electoral Commission as Trainer for the Biometric Registration Project and data input element.

### Duties in IHEC

1. Rehabilitation and training of new cadres to use computers and the procedures of the Biometric Registration Project.
  2. Create the Program of election which is used for voting until this day with the cooperation of a Spanish company.
  3. The distribution of voter cards to citizens.
4. Hold induction courses for citizens for Bio Project.
- 2014 Worked with a subcontractor in ZPEC Company in Badra for two months as a Security official permits my work was made permits for cars to be entered into CPF Company.

Duties in ZPEC Responsible for making security permits and temporary and permanent emergency for people and vehicles and goods to be brought inside the company and working in the blood test and registration in MOI •

## Skills

- Microsoft Office
- Photoshop
- Internet
- Team work
- Communication

## Education

Engineering Computer technologies in Al-Rafidain College and graduated in 2013.

## Hobbies

- Gaming
- Football

-2015- to 1/6/2016: Employed as HR Officer in Anwar AL-Ganat AL-Alamiya Company (a Subcontractor company with multiple Foreign Companies in Iraq)

1. My work also Security official permits to facilitate the entry to company work in foreign companies in Iraq for example ((Alwaha in about, Halfaya in Messan, and CPECC in Basra)) and also work as a CEO for the company and I was with direct contact with all the companies mentioned above about making contracts and making a technical and commercial offer

Duties in Anwar AL-Ganat AL-Alamiya

1. The work of negotiations and contracts for the company via email
2. The work of security clearances for people, wheels, goods of all types of permits
3. Authority Human Resources Officer

-1/6/2017: employed as a PRO Associate officer in SECL (Samsung Engineering Company Limited) in Badra oil field which is a Subcontractor With Gazprom Neft Badra and also I'm supporter with IT, team, in SECL in emergency times

Duties in SECL:

1. team leader for PRO team
  2. Complete the Blood test procedure for new arrivals and renewal laborers in the company.
  3. complete the procedure of immigration in MOI (Ministry of Immigration)
  4. complete the procedure of visa cables in MOO (Ministry of Oil)
  5. Support the IT team in emergency times.
  6. Responsible for maintaining the card printer for gate pass with SIM Card in CPF.
- 1/7/2017 employed as IT Assistance in Al-Waha Petroleum Company Ltd.

Duties in IT Department:

1. Complete the outside work in drilling towers and OGM's and solve the internet and surveillance camera problem on it.
2. Giving lectures to MDOC new staff in using Microsoft Excel.
3. Complete the security permit for the companies that have meetings or work inside Al-Waha Camp.
4. Provide the local team with new software and updates to make the work easier.
5. Making applications and programs for other Dept to help them in their work (for example payslip for HR Dept. And inventory APP for warehouse)
6. Solve problems that happening during work.

• 1/6/2019 until this day employed as Contract and procurement assistant at Al-Waha Petroleum Company

#### Duties At CP Dept

1. Responsible to make local projects types (PC, SC, PO and SO).
2. Responsible to complete all the documents that belong to the project starting from announcement or tender strategy ending with the contract.
3. Responsible to make the payment to the bidders after the project ends.
4. Follow up on the projects that deal with.
5. communicate with bidders to solve problems during work.

## Objective

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Seeking an entry-level position to begin my career in a high-level professional environment.

To secure employment with a reputable company, where I can utilize my skills and business studies background to the maximum.

Seeking a challenging career with an MNC.

A highly organized and hard-working individual looking for a responsible position to gain practical experience.

To make use of my interpersonal skills to achieve the goals of a company that focuses on customer satisfaction and customer experience.