



CONCISE CV

PERSONNEL INFORMATION

Surname and Name : **Ammar Mrarha.**
Nationality : Tunisian
Date of birth : 01 February 1979 Tunisia
Degree : Diploma of Law
Hiring Group Date : 01/04/2008 Saipem spa Qatar
Hiring Company Date : 03/05/2010 Eni Tunisia BV
Current Job Position : HR Assistant
Department/Unit/business Area : Human Resource
Company : Eni Tunisia BV
Location : Oued Zar Field – Tataouine – Tunisia
Postal address : PO Box 3253, Dhiba – Tataouine - Tunisia
Email : Ammar.mrarha79@gmail.com
Business Email : Ammar.mrarha@eni.com
Contact : **+216-21861333** (Mobile)
: **+216-97861333** (Mobile)
Academic : Higher Secondary School Leaving Certificate
: Diploma in Law
Technical qualification : Certificate of maths
: Word Processing (Computer Training Program)
: Having valid Qatari Driving License.
: Having valid Tunisian Driving License.

Section A

PROFESSIONAL CURRICULUM

Period: from **03/05/2004** to **Date**

Position/Role: **Human Resources Assistant**

Company: **Eni Tunisia BV** Department/Unit/business : **Humains Ressources**

Country/Location: **Tunisia – Oued zar**

Nature of Works:

- Coordinate with HR department to resolve all personnel problems in the operational site and good supporting for the operation activities.
- Respond to internal and external HR related inquiries or requests and provide assistance
- Facilitating human resources processes
- Assist in ad-hoc HR projects, like collection of employee feedback
- Prepare ad-hoc HR reports and analysis as required
- Organizing all personnel rotation in the site following the work regime.
- Prepare all employees training courses documents, and hotels reservations...
- Acting as a liaison between employees and insurance providers and answering employee requests and questions
- Maintaining current HR files, databases, and records of personnel-related data (payroll, personal information, medical leaves, etc.)
- Coordinate with logistic service to ensure personnel rotation between the site operational and their residence
- Prepare all employees monthly times sheet.
- Preparing all desert pass request and maintaining database for the renewal/extension.
- Coordinate with security service to ensure the employees mobilization in the desert.
- Excellent communication skills and flexible and adaptable in work attitude

Period:from: 01/04/2008 to 20/04/2010

Position/Role: Administration Assistant / General Services Coordinator

Company: Saipem SPA Qatar Department/Unit/business : **Humains Ressources**

Country/Location: Doha Qatar

Nature of Works:

Administration Assistant

- Coordinate work visas and permits as necessary
- Prepare ad-hoc HR reports and analysis as required
- Coordinate with HR Department in overseas business units to organize the schooling and housing requirement of international staff within policy guidelines
- Processing of MIC gate pass for New Employees
- Processing All HR related document (Driving licenses, Medical health card, Residence Permit)
- able to operate with a high level of autonomy as well as being able to demonstrate a proactive approach and strong communication and project management skills
- Translation from English to Arabic and vice versa.
- Translation from French to Arabic and vice versa

General Service Coordinator

- Organize the Site Transportation and control the vehicles in order to avoid misuse.
- Processing vehicle gate passes to enter inside Plant areas
- Answer alarms and investigate disturbances
- Monitor and authorize entrance and departure of employees visitors and other persons to guard against theft and maintain security of premises
- Write reports of daily activities and irregularities, such as equipment or property damage theft presence of unauthorized persons, or unusual occurrences
- Call police or fire departments in case of emergency, such as fire or presence unauthorized persons
- Coordination with HR dept. for the transportation of from/to airport and Accommodation
- Coordination with finance dept. for the local purchase materials
- Maintaining the hardcopy/soft copy of IN/OUT documents
- Maintaining database for the renewal/extension of gate passes, resident permits....
- Maintaining the database for the driving license, health cards

Period: from. 22/06/2004 to 30/04/2008

Position/Role: Administration Officer

Company: Qatar Armed Forces Department/Unit/business ; **Engineering Dept**

Area: Alsailyah Camp - Doha

Country/Location: Qatar

Since June 2004 I am working as an Office Secretary and taking over the following duties;

- Administration of correspondence
- Receive the correspondence from the outside parties and prepare the reply for the same as per the instructions of the concerned supervisors.
- Registration of all the incoming and outgoing correspondences and keep record of their movements.
- Keep the Filing System of all documents to make their future reference easy at any time;
- Carry out word processing requirements using authorized computer packages.
- Keep the Filing System of all documents to make their future reference easy at any time;
- Comprehensive archive of submittals, records, minutes etc. etc.
- All the typing works (Arabic, French & English).

Period: from. 15/01/2004 to 15/03/2004

Position/Role: Operation Supervisor

Company: Gulf West Management

Department/Unit/business : Operation Dept

Area: Doha

Country/Location: Qatar

- Controlling of Drivers, Mechanics and labors
- Making daily report for vehicle movement.
- Handling Radio Control System breakdown section.
- Problem solving and decision making skills
- The ability to establish and maintain effective working relationship in a multicultural environment
- Experience in dealing with Government officials and with executives of contracting companies in this regard, influencing skills are essential
- Excellent computer and communication skills

Section B

ATTENDANCE TO COMMITTEES

Period: **From 28/05/2006 to 15/12/2006**

Committee designation: **Doha Asian Games Organization Committee – Doha Qatar**

Role: **Ticketing Supervisor**

- Organize Ticketing Staff
- Check with Customer requirements
- Reservation & Issuing the Tickets
- Prepare & submit Daily Sales Report
- Check Sales Cash / Credit Card & deposit to the Bank

Section C

OFFICES HELD

From:	To:	Office held:	Company:	Country/Location
03/05/2010	Date	Human Ressource Assistant	Eni Tunisia BV (Oil & gas :Exploration & Production – Oued Zar Project - Tunisia)	Oued zar Tunisia
01/04/2008	20/04/2010	Administration Assistant / General Service Coordinator	Saipem SPA (Oil & Gas: Engineering & Construction: Qafco 5 & 6 Project, Qafco Qatar -Mesaieed Industrial City)	Doha Qatar
22/06/2004	30/04/2008	Administration officer	Qatar Armed Forces (Maunsell Consultancy Services)	Doha Qatar
28/05/2006	15/12/2006	Ticketing supervisor	DAGOC (Doha Asian Games Organization Committee) (Part-time job)	Doha Qatar
15/01/2004	15/03/2004	Operation Supervisor	Gulf West Management (Qatar Municipality project)	Doha Qatar

Section D**LANGUAGES**

<i>Language:</i> Arabic	Level	5	<input type="checkbox"/>	} reading, speaking & writing
<i>Language:</i> English.	Level	5	<input type="checkbox"/>	
<i>Language:</i> French	Level	5	<input type="checkbox"/>	

Section E**TRAINING****Course: [Computer Training Program](#)**

Institution for training: **Aljazeera Training centre – Doha Qatar**

Period and location: **From 05/10/2002 to 05/11/2002**

1. Operating Systems

- MS Windows
- MS DOS
- Fax / E-mail / Internet

2. Programme:

- Microsoft word
- Microsoft Excel
- Word Perfect
- MS Outlook Express
- Auto-cad

Course: [First Aid](#)

Institution for training: **Yassine marine Services – Sfax Tunisia**

Period and location: **From 28-02-2012 to 29-02-2012**

Course: [Working Effectively With Different Cultures](#)

Institution for training: **Eni Corporate University – San Donato – Milan – Italy**

Period and location: **From 14-05-2012 to 18-05-2012**

Course: [Introduction to Eni for young graduates](#)

Institution for training: **Eni Corporate University – San Donato – Milan – Italy**

Period and location: **From 26-11-2012 to 30-12-2012**

Course: [Welcome to Eni for Senior International Resources](#)

Institution for training: **Eni Corporate University – San Donato – Milan – Italy**

Period and location: **From 09-09-2013 to 13-09-2013**

Course: [Defensive Driver Training Desert Driving](#)

Institution for training: **M&O SMIP Tunisia – Tunisia**

Period and location: **From 17-06-2013 to 18-06-2013**