

NOOR MOHAMMED SALEH MAHDI

Professional Profile:

- ❖ Excellent interpersonal and communication skills in both English and Arabic.
- ❖ Having comprehensive problem solving abilities.
- ❖ Willingness to learn with emphasis on details.
- ❖ Dealing effectively with multicultural environment.
- ❖ Very organized, detail oriented and time management skills in order to multi task responsibilities.



Personal Information:

Name: **NOOR MOHAMMED SALEH**
Date of Birth: 12/05/1981
Place of Birth: Baghdad, Iraq
Nationality: Iraqi
Religion: Muslim
Status: Single
Mobile: 055-1740134
E-mail: noor2uk@yahoo.com
Holding Valid UAE driving license.

Educational Qualification:

University: Baghdad University/ College of Administration & Economy
Degree: Bachelor degree in **Business Administration in 2003.**

Computer & Operating Skills:

Very good performance in:

Windows, Word, Excel, Power Point, Internet, Access, and Typing (Arabic/English)

Work Experience

Employer: Petrofac Engineering & Construction- / Sharjah, UAE

Designation: Executive Secretary & Administrative Assistant.

Duration: April 2010 until present

Projects that I worked on:

1. Karan Project - Aramco Overseas.
2. Turkmenistan Projects.
3. Al Merk Project /Algeria.
4. Kauther Project - PDO (Petroleum Development Oman L.L.C.)
5. Offshore Capital Projects (OCP).
6. EBGCP Phase 2 - ADCO (Abu Dhabi Company for Onshore Oil Operations).
7. KOC Lower Fars Heavy Oil Development – KOC (Kuwait Oil Company).
8. Salalah LPG Project – OGC (Oman Gas Company).
9. Duqm Refinery Project – Duqm Refinery & Petrochemical Industries Company LLC.

Responsibilities:

- ❖ Schedule appointments for Management & staff as required
- ❖ Filing & arranging documents.
- ❖ Assist Directors with office administrative support upon request.
- ❖ Process incoming and outgoing mail, faxes, couriers, and correspondence.

- ❖ Typing & preparing correspondences (Memos, Letters, and Forms).
- ❖ Support the Senior Engineer Day to day activities.
- ❖ Maintain the Senior Manager's schedule.
- ❖ Handle Manager's incoming/outgoing telephone calls.
- ❖ Organize business trips and arrange visa letters for Managers, Colleagues, and Guests to ensure a seamless visa process.
- ❖ Provided direct assistance to the Directors, ensuring their business travel, meeting arrangements, correspondence, banking, and other personal errands were efficiently addressed.

Employer: ITP Publishing Group, Dubai

Designation: Credit Controller

Duration: August 2007- November 2009

Responsibilities:

- ❖ Following up the company's projects and related payments.
- ❖ Visiting and meeting clients (marketing managers, accountants, manager, and owners).
- ❖ Checking customer's statements/payments and reconcile their accounts.
- ❖ Collecting the money for the company.
- ❖ Dealing with the accounts of the company and other companies.
- ❖ Checking credit limits and facilities to customer.
- ❖ Reviewing black listed companies.
- ❖ Follow up the legal cases with lawyers.
- ❖ Collect documents for distribution, mailing and filing.

Employer: Emirates Bank Group, Dubai

Designation: Customer Service Representative

Duration: December 2005 – June 2007

Responsibilities:

- ❖ Greet public in person and over the telephone.
- ❖ Answer questions regarding status of various accounts and attend to problems or complaints from customers in person, on the telephone or by written correspondence.
- ❖ Explain policies, regulations, and rate structures. Set up and maintain various files, records, and registers.
- ❖ Complete a variety of forms and prepare account summaries and reports.
- ❖ File forms and records.
- ❖ Make photocopies and operate a variety of standard office machines.

Training & Courses

- ❖ Executive Secretary & Computer Training Course - Al-Razi Institute, Sharjah, from: 28/6/2004 – 28/8/2004.
- ❖ Banking Training Period - Rafidain Bank, Baghdad, Iraq, from: **1/11/2003 – 30/4/2004.**
- ❖ Customer Service Training Period at Global Training Centre GTC, UAE –Dubai, August 2006.