

Curriculum Vitae of SALEM AWADH SALEM BA WAZEER



Personal Information:

- Place and date of Birth: Sah, Hadhramout Governorate, Republic of Yemen, 15.07.1992,
- Nationality: Yemeni
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Qualifications:

- Secondary School Certificate from Al-Sabban Secondary School, Science Section, 2009-2010
- Bachelor degree from Hadhramout University, College of Engineering, Department of Chemical Engineering in the academic year 2015-2016

Experience:

Site Manager - Hadharami contractor company from Nov.2020 to Now.

Responsibilities

- Coordinate employees schedules, ensuring adequate coverage
- Oversee daily operations
- Enforce all workplace policies and procedures
- submits monthly reports to senior management (costs , timesheet ,invoices , number of residents .)
- Conduct staff performance reviews
- submits weekly reports to Petromasila such as (HACCP , hygiene)
- Gather customer requirements (like number of guests and residents)
- Train and manage kitchen , housekeeping and workshop staff.
- monitoring stock , food prep and customer service.
- ensuring that health and safety regulations are strictly observed, recorded and archived.
- finding ways to prevent problems and to solve any that crop up.
- keeping to budgets and maintaining financial and administrative records.
- writing reports and keeping on top of paperwork.
- Supervisors daily hygiene in kitchen to keep standard food safety and prevent any possible contamination.
- follow maintenance and repairs on camp facilities including plumbing, A/C , carpentry, cleaning, and electrical duties.

HR assistant - Hadharami contractor company from Dec.2018 to Oct.2020

Responsibilities

- Substantiates applicants' skills by administering and scoring tests
- Schedules examinations by coordinating appointments
- Provides payroll information by collecting timesheet and attendance records
- Submits employee data reports by assembling, preparing, and analyzing data
- Maintains employee information by entering and updating employment and status-change data

- Maintains employee confidence and protects operations by keeping human resource information confidential
- Work on the HR system (ONYX PRO)
- Perform internal audits/investigations and work with management to corrective action
- Participate in processing, HR personnel files, internal rules, performance management , job description, appraisals, recruitment procedures, payroll, Leave, daily attendance & training development
- Liaise with Government Office related personnel issues, taxes & social insurance

Logistic and purchase for Nokhbat Hadhramout Office for Oil and Gas Fields Services one year
Responsibilities:

- Receiving purchase orders from the customer
- Receive invoices from suppliers
- Issuing invoices to customer
- Follow bill and payments
- Make a monthly report that includes purchases and net profit
- Maintain contacts and good relationship with suppliers
- Ensure the timely delivery of the materials purchased

Head of Sah Society for University Students of Education and Development three years

Other Training Courses:

- Training Program at HCC about HACCP
- Training Program at PetroMasila Petroleum Exploration and Production Company includes (safety , ESP ,Drilling , slickline ,maintenance, production engineering ,fields operation ,corrosion and lab) in 2019
- A diploma in English Language from The Academic British Institute, Seiyun, Hadhramout on 25.06.2011,
- Professional basic corrosion in the oil and gas Fields by HPTK,Seiyun,Hadhramout,11.10.2017
- Professional safety in the oil industry conducted by Seiyun Forum of University Students, Seiyun, Hadhramout, 15.08.2015
- Professional safety in the oil & Gas Fields conducted by Seiyun Forum of University Students, Seiyun, Hadhramout, 28.12.2016
- Professional Electrical submersible pumps-ESP conducted by HPTK, Mukalla, Hadhramout, 25.3.2018
- Professional Production Operation conducted by HPTK, Mukalla, Hadhramout, 28.3.2018
- ICDL certificate for engineers from University Sciences and Technology, Mukalla, Hadhramout on 10.12.2015
- more than (25) certificate by open course online, about human development, Microsoft program, and Health.

ORGANISATIONAL/MANAGERIAL SKILLS

- HR & Administration leadership
- Problem solving and Reporting
- JOB-RELATED SKILLS

- Has strong leadership of site administration, HR and logistics Coordination/Management
- Adhere to HSE & other policies, Confidentiality, Compliance needs and Procedures

PERSONNEL

- Polite and professional response to inquire
- Learn from errors and fast learning
- Reliable and enthusiastic member of the team
- Dealing with others politely and getting along with all people
- Welcomes and seeks opportunities requiring new skills and knowledge
- Respect the perspectives of others and am open to new ideas as a result of working with a number of diverse individuals in different environments
- Have a very flexible personality and sensitive to multi-rational teams work,
- Hard working individual and can cope with different work environments,
- Have a very good knowledge and experience in office and staff management,
- A good team player and have the ability to work under pressure,

Languages:

- Arabic: mother tongue; fluent reading, writing and speaking
- English: good speaking and good reading and writing

All references are available upon request....