



Moayad About Ibbadeh

I am looking for a career that is both challenging and reward, to enhance my Career path by joining a job in the field that supports my academic background, In reputable organization where abilities, education, and skills can effectively be utilized.

Professional Summary:

Administrative and HR in addition to operations manager with 17+ years of experience within oil field and services. proven track record of enhancing efficiency, optimizing internal policies, and fostering a productive work environment, where I improved operational procedures, increased productivity, and reduced operational costs, gaining extensive experience in strategic management, HR organization, and corporate goal achievement. Last job serving as an Hr and Administrative Manager, focusing on policy development, employee performance optimization, and workplace enhancement to achieve the desired goal.

Personal Information:

Nationality: Syria

Date of birth: 31/03/1980

Current location: Damascus – Syria

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Education:

- Master degree in Business administration.
- Economic College - Accounting.
- Statistical institute - Applicative statistics in external and internal trading.

Experiences:

- BS offshore company (Hr and Administrative affair manger) 2023 - 2025
- BS offshore company (Hr Operations manager) 2020 - 2024.
- Katerji group holding (Operating unit manager) 2017 - 2020.
- Pelican services company (Hr and follow-up Manager) 2010 - 2017.
- Pelican services company (Hr Manager Assistant) 2007 – 2010.
- Syrian Coast company (Follow up and Hr specialist) 2002- 2005.

Achieved works:

- Serve as a link between management and employees by handling inquires, requirements to ensure mutual satisfaction.
- Planning and guiding new and existing employees to foster a positive attitude towards the organization's goals.
- Advise Managers on organizational policy matters and recommend needed changes.
- Overseeing payroll and benefits administration to ensure smooth execution.

- Monitoring the Implementation of Hr policies, procedures and prepare reports related, such as employee turnover reports, recruitment, rewards....
- Coordinating between departments on all employee related matters.
- Automating processes and improving efficiency through Hris.
- Managing employee's files and records with accuracy and legal compliance.
- Supervise the Hr operations team and responsible for the recruitment and training process through required reports and data analysis.
- Scheduling resources and fulfilling operational requirements for work centers.
- Generating comprehensive reports, (daily, monthly and annual)on product movement and inventory turnover.
- Managing logistics of company vehicles and equipment.
- Auditing petroleum product shipments from source to refinery compliance
- Monitoring transportation of oil materials, addressing incidents, and ensuring HSE compliance.
- Conducting regular field visits to monitor services site operations.
- Promptly resolving emergency operational issues.
- Drafting and managing commercial contracts with clients.
- Preparing tender documents and requirements as well as commercial proposals.
- Coordination inventory management and distribution to operational sites.

SKILLS:

- Policy development and workplace optimization.
- HR management and organizational sustainability.
- Team leadership and corporate goal achievement.
- Productivity enhancement and cost reduction.
- Problem solving and Reporting skills- work under pressure.
- Strategic planning and operations management in the oil services industry.
- Computer's skills – Bs Operations and transporting programs.
- Demonstrated ability to learn quickly and effectively.

Training courses:

- ISO (9001) - Internal Auditor Course.
- Advanced Icdl.
- Digital transformation in human resources.
- Alameen And Sap for hr.

Languages:

- Arabic : Mother tongue.
- English: B2 (working toward C1).

Additional information:

- Ability to travel.
- Available for On-site or Remote.

Thanks for your time