

# Najm Shalhoob

Human Resources Professional  
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Goal: Drawing on my considerable experience in human resources, management, translation, interpretation, as well as with international organizations, I aim to make contribute my administration, technical, language and people management skills to the dynamic growth of a corporation or community with global reach and aspirations.

## **EDUCATION**

MA in Translation Studies, taken in 2018, University of Leicester (UK), Merit (with merit).  
BA in English Literature, taken in 2010, State University in Basra (Iraq)

## **LANGUAGES**

Fluent Arabic and English  
Working knowledge of French  
Licensed Arabic-English translator (Iraqi Translators' Association)

## **COMPUTER SKILLS**

IHRMS application  
SAP Ariba  
CAT tools (Trados)  
Adobe Audition CC 2018  
MS Outlook  
MS Maximo - IBM  
MS-office (including Word, Excel, PowerPoint)

## **SPECIALIZED SKILLS**

- More than ten years of progressively responsible experience in human resources, translation, and administration.
- Ability to communicate effectively both orally and in writing.
- Experience in supervising staff.
- Effective Interactive Communication.

## **Courses**

Material Administration, taken in 2019 Milan (Italy)  
IHRMS training course, taken in 2012 Milan (Italy)  
Leadership Skills course, taken in 2013 Kuala Lumpur (Malaysia)  
Managing Teams Development course, taken in 2014 Kuala Lumpur (Malaysia)  
Various (Human Resources Development) courses c/o BOC - ENI – and University of Basra.  
E-Government course c/o Ministry of Planning Baghdad (Iraq).

## **Achievements**

United Nations Internship (2018)

BP Scholarship (2016)

## **EXPERIENCE**

2018-2019 Translator/ Interpreter and News Writer, United Nations Arabic Language News Service, New York

- *Researched, wrote, translated/ interpreted and fact-checked articles for the widely read official Arabic Language News Service of the United Nations on politically sensitive subjects ranging across the international agenda.*
- *Attending press launches, meetings and conferences held in the Security Council, General Assembly and UN committees.*
- *Conducting interviews with UN professionals, staff, sources and anyone directly involved in a story Edited video and other multimedia content.*

2018 Procurement Operations Section Head, Basra Oil Company (BOC), and British Petroleum (BP)

- *Work with business partners to develop and agree category plans*
- *Execute the strategy, creating and managing the procurement plans*
- *Agree preferred supplier and tail supplier management strategies*
- *Partner with Finance, Legal, GM to effectively lead change*
- *Perform Contract Management, Supplier Performance / Relationship Management*
- *Prepare reports related to the contract` progress and procedures, highlighting deficiencies, delays accumulated and suggest remedial actions and provides feedback to the Management Staff*

2005-2018 Translator and Human Resources Supervisor, at BOC and Eni Iraq

- *Performing various administrative tasks and accurately processing paperwork*
- *Managing recruitment process which involves everything from identifying, screening, shortlisting, interviewing, selecting, and hiring employees.*
- *Assists in the completion of the post-recruitment formalities.*
- *Produced timely, high quality, professional written English-Arabic and Arabic-English translation of official correspondence and document.*
- *Translated documents for high-level official government correspondence including technical documents, contractor`s implementation plans, monthly achievement reports, and letters;*
- *Travelled with the BOC trainees abroad to support external training courses based out of Iraq for Arabic/English interpretation;*
- *Developed, implemented and assessed the human resources and employment policies, programs, and procedures;*
- *Provided accurate simultaneous interpretation during meetings, trainings, workshops, conferences and other relevant activities and events.*
- *Produced HR data and reports for management.*