

Rizgar Yousif Mohammed

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Profile Summary

I have a strong ability to understand and work with different processes, which helps me effectively solve problems, I aim to improve company performance while managing costs and meeting deadlines.

People know me for being flexible, respectful, and having a positive attitude towards everyone on the team. I find it easy to approach work with a positive mindset. Additionally, I prioritize following health and safety rules in the workplace.

Employment Experience

Mar 2025 – Nov 2025 Materials Assistant – Production, HKN Energy Ltd – Atrush Warehouse, Oil and Gas Industry, Full time, Kurdistan Region, IRAQ

- Provide direct operational support to the Production Operations team by managing material flow, coordinating logistics, and ensuring timely availability of critical spare parts and services.
- Maintain and update the Production Operations inventory system in line with HKN procedures, ensuring optimal stock levels and full inventory accuracy through regular cycle counts.
- Monitor inventory levels and raise material and service requests as required for both replacement and new operational needs.
- Coordinate closely with the Supply Chain and Production Operations teams during procurement processes, ensuring alignment on material specifications, timelines, and delivery tracking.
- Conducts thorough inspections of incoming materials, ensuring they meet the required specifications and comply with MMP guidelines before acceptance.
- Raise Overage, Shortage, and Damage Reports (OSDR) and coordinate with the procurement team to resolve discrepancies promptly.
- Collaborate with the HKN expeditor and logistics team to track purchase order deliveries and ensure timely follow-up on expected delivery dates.
- Accurately files and records receiving documentation, both physically and electronically, as per HKN's Material Management Procedure (MMP).
- Supervise material handling activities including reservation, staging, tagging, picking, and proper storage of goods to maintain efficiency and traceability.
- Issues materials according to Work Orders in materials management software "HolisTech" ensuring all movements are tracked and aligned with HKN's Material Management Procedure for accountability.
- Supervise the safe and efficient loading and unloading of vehicles at site stores, ensuring compliance with HKN safety standards and minimizing material handling risks.
- Maintain tight control over Production Operations inventory in accordance with HKN procedures, ensuring proper storage, labeling, and handling of materials and spare parts.
- Ensure proper positioning, preservation, and storage of Production Operations materials and spare parts within the warehouse, strictly following HKN procedures and guidelines.
- Coordinate the movement of materials and equipment within site stores and between site and Erbil warehouse to ensure efficient and uninterrupted operational flow.

- Utilizes materials management software (HolisTech and P-SRP) for accurate data entry, generates Goods Received Notes (GRNs) in P-SRP, process' Book In / Book Out, Good Delivery Note (GDN), and Dispatch Notes in materials management software / HolisTech. Updates inventory records daily.
- Maintains accurate, consistent material descriptions in the system, ensuring proper identification and traceability.
- Uses P-SRP Procurement module to track requisition status and access key documentation such as packing lists and correspondence.
- Arranges and tracks of local material transportation and logistics between Erbil and HKN sites, ensuring all service requests are captured in P-SRP and cost-effective logistics are applied.
- Contribute to improving materials control by implementing best practices in forecasting, stock optimization, and asset linking.
- Liaise with the Maintenance team to support accurate material data and ensure alignment of inventory items with operational assets.
- Uphold and promote a strong health, safety, and environment (HSE) culture in all warehouse operations.

Apr 2022 – May 2023 Assistant Material Controller, Renwa Group, Oil and Gas Industry Service, Full time, Zakho, Kurdistan Region, IRAQ

- **Maintains inventory**, which includes keeping records in an inventory management system, acquiring additional stock as required, and distributing items from stock to fulfill requisitions.
- **Organizes** and coordinates activities and staff schedules, ensuring fulfillment goals are met and that shipments are timely, accurate, and undamaged.
- **Collaborates with material manager** and other departments to develop and modify materials handling processes and procedures. Responsible for accuracy of **documentation** supporting the project. **Working closely with Logistics and Manufacturing** regarding incoming material and Project planning. Coordinate and supervise **warehouse** and laydown area personnel, Coordinate with the **site supervisors**, Coordinate with the different contractors for the **free issue material**.
- Perform the regular **audit** for the contractors warehouse and storage areas.
- Oversees the **daily workflow** and scheduling of the Materials Handling department.

Feb 2022 – Apr 2022 Mechanical Engineer, Sakar Company, KPC Field, Oil and Gas Industry, Shekhan, Kurdistan Region, IRAQ (Building the oil laboratory project) short term

- Project **planning**, defining goals and deliverables. Prepare and arrange the **engineering products and** Maintained meticulous records of site activities **Documentation.Site Assessment**: Conducted thorough assessments of project sites to identify physical characteristics, constraints, and potential challenges. **Coordination**: Collaborated effectively with contractors, architects, and interdisciplinary teams to ensure smooth project execution, including scheduling and resource coordination.
- **Construction Supervision**: Oversaw mechanical aspects of construction activities, ensuring compliance with design specifications, codes, and safety regulations.

Feb 2022 – Apr 2022 Administrative Officer, Sakar Company, KPC Field, Oil and Gas Industry, Shekhan, Kurdistan Region, IRAQ (Building the oil laboratory project) short term

- **Office Management**: Efficiently managed daily office operations, including coordinating schedules, maintaining supplies. **Documentation and Record Keeping**, correspondence, reports, and files, ensuring easy retrieval and compliance with data protection regulations

- **Communication and Correspondence:** Facilitated effective communication by handling incoming and outgoing correspondence, emails, and phone calls, and responding to inquiries promptly and professionally.
- Arrange **Gate pass access** for the employees. Arrange **heavy equipment rent** payment.
- Prepare **reports** and **presentations**, Book **meeting** rooms as required.

Oct 2021 – Nov 2021 Rig Assistant Electrician, Optimum Petroleum Group, DNO TAWKE Field, Oil and Gas Industry, Zakho, Kurdistan Region, IRAQ, short term

- **Electrical Systems Maintenance:** repair of electrical systems and equipment on the rig, including troubleshooting, testing, and replacing components as needed.
- **Installation and Wiring, Electrical Repairs, Equipment Inspection** routine inspections of electrical equipment and systems to identify any defects, malfunctions, or potential hazards, and reported findings to senior electricians.
- **Lock out, tag out (LOTO)** to ensure that dangerous machines are properly shut off and not able to be started up again prior to the completion of maintenance or repair work.
- Keep **electrical drawings** and records up to date in co-operation with the Electrical Supervisor.

Mar 2020 – Aug 2021 Maintenance Engineer (Utility Engineer), Altunkaya Group Of Companies, Duhok, Kurdistan Region, IRAQ

- Responsible for the **maintenance and control of TEKSAN type generators (three at 1891 KVA and one at 440 KVA)**. Responsible for the maintenance and control of **Rooftop, VRV (Systemair AC SAS) type, Boiler, Chiller, and HVAC systems**.
- Responsible for the operation and maintenance of **Screw air compressor stations and Refrigerated Type Compressed Air Dryers**.
- Responsible for conducting **laboratory testing of water systems, analyzing results**, and adding chemicals as necessary. Responsible for inspecting, maintaining, and performing minor repairs on **fire extinguishers and fire-fighting equipment**, including electric and diesel pumps.
- Responsible for conducting comprehensive visual inspections of three **550 KVA HYBRID UPS systems**. Performing **preventive & predictive** maintenance.

Mar 2020 – July 2021 Production Operator, Altunkaya Group Of Companies – Wet Wipe Machine, Duhok, Kurdistan Region, IRAQ

- Operating, maintaining, troubleshooting and adjust **KANSAN, ACURAPACK, DYNAMIC PLUS Wet Wipe Machine type**.
- Success in the smooth and efficient running of machines (**machine controlling**) **excellent** skill.
- **Organizing workflow**, assigning responsibilities, and preparing duty schedule for production team.
- **Team leadership for 6 employees per shift**, maintain & manage the factory.
- Control of Solution System, perform **quality** checks to monitor physical characteristics of product and take corrective action as needed. Material calculation depend on required production (vice versa), follow instructions and **production** schedules, Report on production information including down-time.

Feb 2020 – Mar 2020 Team Leader, Ihsan Group Of Companies – Electrical Smart Meter Device Installation, Duhok, Kurdistan Region, IRAQ

- **Leading and managing a team of 14 skilled technicians** responsible for the installation of smart meters in residential homes, effectively communicating daily departmental updates and procedural matters to the Supervisor, ensuring smooth operations and timely problem resolution.
- **Planning** and coordinating daily installation activities, assigning tasks, and ensuring timely completion of projects. **Handling the planning of the Electricity Distribution grid**, ensuring the smooth flow from the feeder to the transformer to homes.
- **Recording data** in reports and exporting it to the MidyaTech online software.
- Assisting in the review of **maintenance** activities.

Nov 2018 – Sept 2019 HVAC Site Engineer, Danma Company – Air Conditioning system, Duhok, Kurdistan Region, IRAQ

- Conducting installations and troubleshooting of **heating and cooling systems**, including Central Air Conditioning (CAC) and Room Air Conditioning (RAC).
- Designing ductwork and VRF unit refrigerant pipe sizing, Utilizing HAP **software** for heat load calculations, and selecting HVAC equipment. **Monitor site activities** and make sure all rules and regulations are followed. Conducted **maintenance** of various air conditioning systems, including VRV, Packages, and Split unit systems, Experienced in **replacing parts** such as compressors, fans, main boards. Proficient in refrigerant charging, vacuuming, and skilled in both gas and electric arc welding.

Education

B.Sc. in Mechanical **Engineering**, Refrigeration & Air conditioning (HVAC), DPU University 2014-2018

Professional Training & Development

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- ❖ Mechanical Engineering Germany-Iraq (MEGI), DAAD Organization, Simulation and Modelling of Technical Processes, **Technical University Of Bergakademie, Freiberg - Germany.**
 - ❖ Char Bra (HVAC) Company, Installation and maintenance of **Air Conditioning Systems.**
 - ❖ Fire Fighting Design Course & Plumbing Design Course.
 - ❖ LWF & HIA **Organizations**, Electric networks and fittings for houses, Duhok - Iraq.
 - ❖ University Of Duhok, **English** Learning Course, Duhok - Iraq.
 - ❖ RTC Center, **First Aid.**

Key I.T. Skills

Proficient in MS Word, Excel, PowerPoint, Outlook, AutoCAD, MEP, MATLAB, Microsoft Visual C++, HAP, LATS_HVAC, PLC Ladder diagram (LOGO), CAD SYSTEM NX 10, REVIT, Duct Sizer

Language & General Skills

Kurdish (native), English, Arabic

Holding a Driving license, Have Self Safety Skill (**HSE, PPE, PTW, H2S oil and gas industry etc.**) & **IOSH** Course, **fire extinguishers**, Prototyping ... etc. Skills.

References

References will be made available upon request.