



MUNTADHER MOHAMMED OLAIWY

Hay Al-Adel, Baghdad, Iraq · +964 787 198 6115 ·

montathermohammed95@gmail.com

Seeking: Administration Manager · Senior Logistics & Operations Manager · Supply Chain Manager

Curriculum Vitae

Summary

Seasoned Administration and Logistics Manager with 8+ years delivering operational leadership across multi-subsidiary groups and international contractors. Currently acting as Administration Manager reporting directly to the CEO within the Watania/Transforat umbrella, I own executive correspondence, government liaison, customs & ASYCUDA coordination, and end-to-end logistics for national programs and energy projects. I deliver audit-ready processes, negotiate with ministries and banks, and lead cross-functional teams to meet deadlines under regulatory pressure. Bilingual Arabic/English; proven in Siemens Energy project coordination, port ISPS security, and PPP-scale program execution.

Core Competencies & Keywords

Administration Management · Executive Correspondence · Government Liaison · Regulatory Approvals · Customs Clearance · ASYCUDA Activation · Importer Code Management · Letters of Guarantee · Bank Liaison · Logistics Planning (sea/rail/air) · CBM & Weight Calculations · Routing Optimization · Hazardous Cargo Approvals · Port Operations · ISPS Compliance · SOP and Process Design · Document Control · Serial Tracking · Inventory Traceability · Vendor & Contract Management · KPI Tracking · Risk & Issue Registers · Cross-Functional Leadership · Project Governance · ERP (ODOO, Oracle) · Microsoft Office

Experience

Al-Wataniya Group (Transforat / Watania Seaport & Airport Services / Sabah Al-Rafidain / KiKlop-Hertz JV)

Acting Administration Manager / Administration Coordinator — Baghdad, Iraq · October 2024 — Present

- Act as Administration Manager reporting directly to the CEO; lead executive correspondence, legal filing and bilingual board/ministry briefs.
- Serve as single point of contact for government approvals and bank coordination to expedite importer-code and ASYCUDA activations and LG adjustments.
- Designed and deployed standardized bilingual letter templates and numbering systems across subsidiaries, reducing approval cycle time by 75%.
- Implemented SOPs and documentation controls to improve first-pass compliance for national programs (E-Sticker, Smart Meter PPP, Port Security).
- Lead cross-functional coordination with Finance, Projects and Legal to secure approvals, release payments, and maintain risk logs and schedules.
- Implemented serial-tracking and traceability controls achieving end-to-end accountability for dispatched batches.



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Administration & Supply Chain Manager — Al-Watania Holding Ltd. / Watania for Seaport, Airport and Shipping Services Ltd.

Baghdad, Iraq · November 2020 — May 2023

- Managed customs and logistics for national programs and company contracts; negotiated with international forwarders (DHL) and airfreight partners to improve routing and timelines.
- Directed distribution logistics for 70+ government vaccination centers during COVID-19 including cards, certificates and PCR kit movement.
- Streamlined customs clearance at Um Qasr and gateways, reducing average processing time by ~35%.
- Coordinated bank and ministry communications to resolve LG and payment flow issues.

Security Operations Manager / Administration Coordinator — Sabah Al-Rafidain Security Protection Company / General Guarding LLC

Um Qasir port, Basra, Iraq · 2020 — 2023

- Managed port security operations and workforce scheduling for 250+ personnel; implemented D-Fender truck security in customs yards.
- Coordinated with TEPE to align port security strategy with ISPS; conducted assessments via GISIS-IMO.
- Led procurement activities for port facilities and ensured timely immigration requests and official correspondence for port authorities.

Assistant PR & Administration Coordinator — KiKlop-Hertz JV

Nasiriyah International Airport · 2019 — 2020

- Coordinated communications between CSCEC, ICAA and consultants, managed material delivery logistics, verification and customs compliance.
- Implemented tracking and documentation practices to secure legal receipt and warehouse acceptance for imported equipment.

CEO Office Manager & Administration Coordinator — Transforat

Baghdad, Iraq · 2018 — 2019

- Managed document control, archiving and ministerial correspondence; negotiated with government department heads and renewed import licenses for regulated goods.
- Led a medical tracking pilot between the Ministry of Health and Watania, managed technical procurement from China.



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Logistics Specialist — Siemens Energy (AG) — Project Assignments (13 substations + 4 on site projects) Baghdad / Um Qasr / Shatra / Babil / Ministry of Electricity · August 2017 — December 2018

- Coordinated logistics operations for Siemens Energy infrastructure projects; secured facilitation letters and customs approvals for time-sensitive deliveries to Um Qasr and project sites.
- Managed hazardous materials approvals with Ministry of Science & Technology and airport/seaport authorities, reduced demurrage exposure.
- Supported offset pledge administration and invoice recovery to improve project cash flow.

Documents Controller & Logistics Coordinator — El-Sewedy Electric Power System Projects

Baghdad / Jadiriyah · December 2015 — September 2017 (Sub-stations) Shatra – Babil – Shat Al-Arab – Maysan

- Controlled shipping documentation for multiple substation projects; minimized demurrage fees and secured tax exemptions during critical phases.
- Coordinated re-export and replacement of damaged materials with carriers and customs authorities.

Selected Achievements

- Group-wide implementation of bilingual letter templates and legal numbering, cutting approval times by 75%.
- Achieved zero-penalty customs clearances on multiple high-value Siemens and national program shipments.
- Implemented serial tracking for sticker batches (~33.6M/batch) and devices for full end-to-end traceability.
- Drafted and secured acceptance of a Port Security Plan aligned with IMO/ISPS requirements.
- Led logistics and documentation for COVID vaccination distribution across 70+ centers, improving clearance processes by ~35%.

Education & Professional Development

Bachelor of Science in Telecommunications Engineering — Al Mansour University College, Baghdad, Iraq · 2016

English Language Training — MK Academy (Intermediate, 60 hours)

Languages

Arabic — Native

English — Intermediate (business reading, writing and executive briefs)

Interests

Hiking, camping and skiing; logistics technology and port security developments