

# Abdullah Kashmoola

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Skype: Abdullah Kashmoola

Mosul, Iraq

## Education

### Master of Science in Technology Management

May 2016

Indiana State University, Terre Haute, IN, USA

Concentration: Quality

GPA: 3.76 /4.0

### Bachelor in Electronic Management

May 2011

Mosul University, Mosul, Iraq

GPA: 3.24/4.0

**Profile:** - I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

**Achievement:** - As HR/Admin Team Leader and Support Services Team Leader, I successfully spearheaded a 20 million euro portfolio project in 2019, while also establishing a new operational office, later known as the North Area Operational Office. Additionally, I orchestrated the recruitment of over 100 new employees and initiated the Economic Recovery project, a remarkable achievement involving the rapid hiring of 27 staff members within a 6 to 8-week timeframe. Furthermore, I took charge of revamping the recruitment process, ensuring its alignment with standard operating procedures (SOP), and provided coaching to other leaders and managers for its seamless implementation. By playing a pivotal role in enhancing staff capacity and driving overall improvement, I demonstrated exceptional leadership capabilities.

## Work Experience

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### HR/Admin Team Leader

#### Danish Refugee Council (DRC) Northern Area, IRQ

May 2021- August 2025

- Overseeing the end-to-end recruitment process on the DRC Talent Recruiter system, including reviewing recruitment authorizations and extending offers to candidates.
- Assisting HR officers in the preparation of job offers and contract reviews for newly hired staff members.
- Managing the HR orientation process for new employees, coordinating CoC training, safeguarding sessions, and other HR trainings, while ensuring compliance with DRC policies and procedures.
- Compiling monthly payrolls and conducting reconciliations for all four offices in the northern area to ensure accurate and timely distribution of staff salaries.
- Processing monthly Social Security payments and maintaining up-to-date documentation for new hires and departures, while liaising with the Social Security Office.
- Supporting staff and managers in arranging and facilitating performance evaluations and effectively incorporating evaluation outcomes into annual appraisals.
- Ensuring meticulous archiving of documents on the system, including contracts, amendments, payments, timesheets, payslips, payrolls, and recruitment records.
- Managing administrative tasks by promptly reporting maintenance, cleaning, and consumable needs to the HR/Admin officer, thereby facilitating the timely execution of duties by cooks, cleaners, and handymen according to the weekly plan.

- Conducting daily follow-ups with the office and guest house to ensure the maintenance and proper functioning of devices such as ACs, printers, doors, desks, water systems, and electricity.

### **Acting Base Manager**

#### **Danish Refugee Council (DRC) Western Nineveh, IRQ**

**Dec 2020- April 2021**

- Managing DRC Office on daily basis and reporting directly to the Area Office in MOS.
- SS Budgetary management of 7 grants and reflecting all expenses on the BFUs such as SS staff salaries, rental premises, vehicle monthly rents, utilities, consumables, and other administrative expenses.
- Finance verification as per IDRA authority limit to review and process payments.
- Ensure of implementation of DRC SOPs in the office and updating them to the staff.
- Managing all Support Services team by following up with their tasks weekly.
- Managing all Covid-19 cases and submit weekly report to SMT in the CO.
- Managing and reviewing Cash Forecast of TelAfar office twice a month and sharing it with the Area Office.

### **Support Services Team Leader**

**Nov 2019-Dec 2020**

#### **Danish Refugee Council (DRC) Western Nineveh, IRQ**

- Managing and leading DRC kick off in TelAfar Base from all operations aspect (Supply Chain, Finance, HR, Admin & Safety). Including preparing base for operation, doing all safety upgrades and needed resources. This operation is of a portfolio with about 10 Million Dollars and direct managing of 17 employees.
- Continually identifying ways to improve systems for increased efficiency in support functions and proactively recommending such improvements to higher managers.
- Ensure overall teamwork, communication, and coordination among the support departments, leading weekly meetings and drawing the weekly plan of the team.
- Participate in senior level staff meetings and provide inputs on DRC Tel Afar strategy,
- Lead the Liaison with public sector, authorities and all other stakeholders.
- Building the capacity of all support team, new staff and managers by conducting induction and needed workshop of all operational aspect and ERP system as certified Dynamic trainer and super user.
- Managing HR team and ensuring all HR tasks and duties are implemented properly.
- Managing Supply Chain team to ensure that all procurement process is being implemented according to DRC SOPs, including high value and strategic procurement. Moreover, Assets managed and tracked punctually, warehouses and stocks managed up to standards, and fleet allocated, used and tracked efficiently.
- Managing Finance team to ensure payments are processed, cashbooks and vouchers maintained, and payrolls prepared in a timely manner and in accordance with DRC procedures and reflected to the BFUs.

### **HR/ Admin Officer**

**June 2019-Nov 2019**

#### **Tearfund (TF) Mosul, Nineveh, IRQ**

- Leading the recruitment process and ensure having staff onboard according to the standards and regulation.
- Managing HR brief for the new joiners, CoC training, safeguarding and other HR trainings. And update trackers monthly.

- Supporting line managers to conduct staff's annual appraisals (PADA) on time and submit them to the HR to be kept in the staff box files.
- Preparing monthly Payroll and distributing salaries on time. Ensure receiving staff monthly timesheet on time.
- Keep all HR files (Staff box files, Local staff contact, Database tracker, Staff change tracker, Guest office visitors) up dated. And Mosul Organogram as well.
- Following up with the staff absence through HR Select system to ensure punctuality.
- Coordinating with the social security office in Mosul to process monthly payment with through coordinating with the Finance Officer.
- Drafting TF badges, and coordinating with the Logistic department to ensure new staffs are received their Emails and supporting devices (Phone, SIM card & laptop).
- Managing cook & cleaner to perform their duties according to weekly plan and on time.
- Following up daily with the office and guest house to ensure all devices (ACs, Printers, doors, desks, water system and electricity) are maintained.

#### **Support Service Officer (Admin, HR, Finance, Fleet, Safety Supply Chain) June 2018- June 2019**

Danish Refugee Council (DRC) Zummar, Nineveh, IRQ

- Supporting & following up with the Admin/HR & Safety assistant to arrange CoC, Induction & PSAT training for the new hired staff, also making sure of distributing Phones, Visibility items, Sim Cards & laptops for them.
- Supporting Finance/HR to prepare Cashbook, Cash count & processing payments.
- Preparing monthly payroll & pay slips and coordinating with the area office for review process to ensure distributing salaries on time.
- Supporting Base Manager & program in the recruitment process and acting as an HR in the interview
- Supporting Logistics Assistant to ensure that inventory and assets lists are maintained and regularly updated, with supervision on the warehouse activities.
- Followed up with the Logistics Assistant to ensure that DRC facilities, assets and services are appropriately maintained, including office, guest house, storage and centers.
- Assist & support the Procurement Officer to process procurement activities (PRs, RFQ, Tendering, POs and procurement tacker) efficiently up to the operations handbook.
- Supporting Procurement Officer to follow up with the venders to ensure transparent procurement process.

#### **Quality Assurance**

April 2017–February 2018

**Thyssenkrupp Industrial Service (TKIS), IN, USA**

#### **Office Coordinator**

Sep 2016 - April 2017

**American Power Security for Security Services, San Bernardino, CA, USA**

#### **Graduate Assistant**

Jan 2016 - May 2016

ISU Department of Applied Engineering & Technology Management, Terre Haute, IN

#### **Certificates & Trainings**

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| • Employee Training and Development Course- eCornell                 | Sep 2023  |
| • People Management Training ToT                                     | Aug 2023  |
| • Human Resource Leadership Course-eCornell                          | July 2023 |
| • Trained & authorized investigator of Code of Conduct- OSACO-Jordan | Dec 2021  |

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|---|-----------|
| • TOT COC                                       | Sep 2021  |
| • Performance & Development review for Managers | Feb 2021  |
| • Supply Chain Management                       | July 2020 |
| • Heat Lite Training                            | Feb 2019  |
| • Dynamic Finance Operations                    | Dec 2018  |
| • Dynamic HR Training                           | Dec 2018  |
| • First Aid Training                            | Dec 2018  |
| • Dynamic Supply Chain Operations               | Nov 2018  |
| • OSAH Safety Course                            | Oct 2017  |

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**Languages**

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| • Arabic  | Native Arabic Speaker                           |
| • English | Fluent (Speaking, Writing, Listening & Reading) |