

Ahmed Saeed

Business · Operations · Technology · Law

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PROFILE

Multidisciplinary professional with 12 years in administration, operations, HR, procurement and project coordination across oil & gas, engineering and contracting in Iraq — on the Rumaila, Zubair and West Qurna fields. Currently in business development within legal services, reading law part-time, with a working interest in digital transformation and legal technology.

EXPERIENCE

Business Development Partner

AUG 2024 — PRESENT

Raya Law Firm (An Ussus Group company) · Basra, Iraq

Leads business development and strategic partnerships for a legal practice, with regional expansion running into Jordan, Egypt and the UAE — applying an operator's discipline to a professional services firm.

- Business development strategy and strategic partnerships for legal services
- Client acquisition and retention with cross-functional teams
- Expansion planning for additional markets in the region
- Growth opportunities across the oil & gas and commercial sectors
- Regional expansion into Jordan, Egypt and the United Arab Emirates
- Market presence through relationship building and targeted outreach

Administration Manager

NOV 2021 — JUL 2024

Sae-A STX Entech Co. Ltd · Rumaila Oil Field · Basra, Iraq

Ran administrative operations on Rumaila with four teams reporting in — HR, IT, procurement and accounting — and drafted the subcontractor agreements that kept the work inside Iraqi law.

- Administrative operations for oilfield projects, supervising HR, IT, procurement and accounting teams
- Travel, logistics and government liaison supporting project execution
- Expenditure control across procurement activity and payroll
- Recruitment, onboarding and staff development matched to project need
- Subcontractor agreements drafted for compliance with Iraqi law
- Filing systems, asset management and workflow improvement

Administration & Project Coordinator

JUL 2019 – OCT 2021

Sae-A STX Entech Co. Ltd · Zubair & West Qurna Oil Fields · Basra, Iraq

Coordinated major oilfield contracts across Zubair and West Qurna — timelines, budgets, procurement, payroll and tax compliance on two of Iraq's largest fields at once.

- Project management support for major oilfield contracts
- Payroll, tax compliance and procurement specific to oilfield operations
- Project timelines, procurement and budgets monitored for compliance and efficiency

Administration Manager

JUL 2015 – JUN 2019

Tatwir Al-Rumaila Co. · Zubair Oil Field · Basra, Iraq

Directed administration for projects servicing Zubair, wrote the HR policy the company ran on, and supervised the site support teams that keep a field operation compliant.

- Administration for projects servicing Zubair Oil Field
- Procurement, logistics and compliance reporting
- HR policy development
- Supervision of site support teams under full regulatory compliance

HR Administrator

OCT 2013 – JUL 2015

STX Heavy Industries · Zubair Oil Field · Basra, Iraq

First professional role. HR and employee relations on EPCC projects at Zubair — staffing, grievances and disciplinary process, with Iraqi labour law as the practical constraint throughout.

- HR functions and employee relations on EPCC projects
- Site management liaison on Iraqi labour law and oilfield regulation
- Staffing, grievance handling and disciplinary process

CAPABILITIES

Operations

Administrative management · Project coordination · Procurement · Logistics · HSE compliance

People

HR management · Workforce planning · Recruitment · Employee relations · Team leadership & staff development · Multicultural communication

Business

Business development · Partnerships · Negotiation · Commercial strategy · Regional expansion

Technology

Digital transformation · Business systems · Process automation · AI applications

Governance

Regulatory compliance · Contract administration · Subcontractor agreements · Company policies · Branch registration · Regulatory research

CONTACT

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LANGUAGES

Arabic	Native
English	Professional working proficiency
Persian	Professional working proficiency
Russian	Limited working proficiency
Urdu	Elementary proficiency

SECTORS

Oil & Gas
Engineering Services
EPCC / Contracting
Heavy Industry
Legal Services

OIL FIELDS

Rumaila
Zubair
West Qurna

EDUCATION

B.A. Law
Al-Kunooze University
2024 — 2028 · Basra, Iraq
Part-time, ongoing

Project Management — Primavera P6

GIPMD · Level 2

HSE Passport

ENI Iraq B.V. — ZFOD

Introduction to Safety Management

OSHAcademy

Diploma in Project Management

Alison

Diploma in Human Resources

Alison