



Mohammed Akkilah

Contact Information

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Jordan, Amman
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Nov 8, 1986

Education

Master's Degree in **Electrical and Electronic Engineering**
Istanbul Aydin University,
Türkiye - 2020
Bachelor's Degree in **Electrical and Electronic Engineering**
Al Ghurair University,
Jordan - 2012

Languages

Arabic: Mother Tongue
English: Fluent
Turkish: Good

Skills

- Electrical Engineering
- Project Management
- Communication Skills
- Team Leadership
- Safety Regulations
- Technical Coordination
- Problem Solving
- Construction Supervision
- Client Relations
- Quality Assurance
- Risk Management
- Procurement Management
- Compliance Oversight
- Time Management
- Troubleshooting
- Vendor Management
- Documentation Control
- First Aid
- Budgeting Skills
- Conflict Resolution

References

Available upon request

Professional Summary

Experienced electrical engineer with over nine years of postgraduate expertise in project management and electrical engineering. Skilled in coordinating technical aspects, ensuring compliance with safety standards, and fostering effective communication across diverse teams. Committed to delivering high-quality results and driving project efficiency through strategic planning and problem-solving.

Work Experience

Content Moderator

Web Help, Jordan
June 2022 - Present

- Policy Enforcement:** Enforcing platform policies by identifying and removing inappropriate content such as hate speech, violence, and spam.
- Quality Assurance:** Ensuring the accuracy and relevancy of content by conducting regular audits and evaluations.
- User Support:** Assisting users with content-related inquiries and providing guidance on community guidelines.
- Issue Resolution:** Resolving disputes and escalations between users regarding content disputes or violations.

Customer Service Representative (CSR)

Medicine Hospital, Istanbul - Turkey
August 2019 - August 2020

- Appointment Scheduling:** Coordinating patient appointments and managing scheduling conflicts to optimize clinic efficiency.
- Insurance Coordination:** Assisting patients with insurance-related inquiries, verifying coverage, and processing claims.
- Medical Records Management:** Maintaining accurate and confidential patient records, ensuring compliance with privacy regulations.
- Billing Support:** Addressing billing inquiries, explaining charges, and assisting patients with payment arrangements.

Electrical Project Engineer

Shamua Al-Ain Contracting, Al-Ain - UAE
March 2017 - March 2018

- Procurement Coordination:** Collaborating with procurement teams to ensure timely delivery of electrical materials and equipment for project execution.
- Resource Allocation:** Allocating manpower and equipment resources effectively to meet project milestones and deadlines.
- Vendor Management:** Liaising with electrical vendors and suppliers to negotiate contracts, resolve issues, and ensure quality standards.
- Compliance Oversight:** Ensuring project compliance with electrical codes, regulations, and safety standards set by relevant authorities.

Project Electrical Engineer

City Class Contracting, UAE
October 2013 - February 2017

- Technical Coordination:** Coordinating with vendors and subcontractors for the procurement and installation of electrical systems and equipment.
- Quality Assurance:** Implementing quality control measures to ensure the adherence of electrical installations to project specifications and standards.
- Progress Reporting:** Generating regular progress reports and updates for project stakeholders, including management and clients.
- Design Review:** Reviewing electrical design drawings and specifications to identify potential issues or discrepancies and propose solutions.

Membership

Member of Jordanian Engineers Associations (JEA), 2013

Achievements and Awards

- **Project Completion Recognition:** Received accolades for successfully leading the timely completion of multiple electrical projects.
- **Published Article:** Recognized for contributing to the field of System and Power Engineering through publication in a prestigious journal.
- **Safety Excellence Award:** Honored for maintaining exceptional safety standards and practices on construction sites.
- **Client Satisfaction Acknowledgment:** Acknowledged by clients for delivering high-quality electrical installations and exceptional service.
- **Professional Development Achievement:** Successfully completed advanced training programs in project management and safety, enhancing professional skills and expertise.

Site Electrical Engineer

Memco Contracting, Al-Ain - UAE

June 2011 - October 2013

- **Construction Supervision:** Overseeing the installation and commissioning of electrical systems and equipment on construction sites, ensuring compliance with design plans and specifications.
- **Safety Compliance:** Enforcing safety protocols and regulations to maintain a safe working environment for on-site personnel and subcontractors.
- **Materials Management:** Managing the procurement, storage, and distribution of electrical materials and equipment to support construction activities.
- **Technical Support:** Providing technical assistance and troubleshooting expertise to resolve electrical issues encountered during construction.

Site Electrical Engineer

Memco Contracting, Al-Ain - UAE

June 2011 - October 2013

- **Team Leadership:** Supervising and guiding electrical technicians and subcontractors to ensure efficient and effective execution of electrical work on-site.
- **Schedule Management:** Developing and maintaining project schedules for electrical installations, coordinating activities to meet project deadlines.
- **Client Communication:** Serving as the primary point of contact for clients regarding electrical-related matters, addressing inquiries and providing progress updates.
- **Documentation Control:** Managing and organizing project documentation, including drawings, specifications, and permits, to ensure accurate record-keeping.

Courses And Certifications

Project Management Certificate | Alrowad Institution Graduation | **2018**

Skills Gained: Developed proficiency in project management principles and techniques, including planning, scheduling, budgeting, and risk management.

Safety Officer Certificate | Comprehensive Safety Program, Gulf Technical and Safety Training Center, Abu Dhabi | **2017**

Skills Gained: Enhanced understanding of safety protocols and procedures applicable to various industries, including hazard identification, risk assessment, and emergency response planning.

Basic First Aid Certificate | Gulf Technical and Safety Training Center, Abu Dhabi | **2017**

Skills Gained: Proficiency in providing basic first aid assistance in emergency situations, including CPR, wound care, and patient stabilization.

Electricity Wiring Regulation Certificates | Regulation & Supervision Bureau, Abu Dhabi | **2016**

Skills Gained: Acquired comprehensive knowledge of electricity wiring regulations, ensuring compliance with industry standards and safety protocols.