



# GHUFRAN TALEB

CIVIL ENGINEER / DATA ENTRY /  
ADMINISTRATIVE OFFICE EMPLOYEE

## CONTACT INFO

**ADDRESS:** BAGHDAD,  
ALGHAZALIAH

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## PERSONAL INFO

**DATE OF BIRTH:** 16/4/1991

**MARITAL STATUS:** single

**NATIONALITY:** Iraqi

## LANGUAGES

**ENGLISH:** EXCELLENT

**ARABIC:** NATIVE

## SKILLS

**PC SKILLS:** office collection,  
AutoCAD, MS project,  
primavera, 3ds max, AL-  
ammer accounting software,  
staad pro

**ENG DEVICES:** total station,  
level

**Other skills :**

Communication

Sales & Marketing

Data entry

Working with the team

## EDUCATION

**University of Baghdad – college of engineering**

2010 - 2014

Has graduated from university of Baghdad /college  
of engineering / civil engineering department.

## WORK EXPERIENCE

**AL-Ayadi AL-Mutaheda Co. For Real Estate  
(Civil Engineer)**

2/2015 to 4/2016

- Overseeing building work.
- Prepare monthly report on progress of assigned project with assistance of schedules, costs spreadsheets and perform analysis on same.
- Prepare project records with details.
- Calculating the quantities required to cast the structural members.

**Knauf Training Center/ Baghdad For Drywall System  
(Trainee)**

2/2017–4/2017

- Has got three certificates of drywall systems (pft machine, manual plastering, tiling with adhesive cement, aqua panel, drywall and suspended ceiling).

**AT AL-ATTAR ENGINEERING CONSULTANT OFFICE  
(OFFICE ENGINEER)**

11/2017 – 1/2018

- Design plans using AutoCAD, shop drawing.

**NICE TOUCH FOR HOME AUTOMATION AND SECURITY  
SOLUTIONS**

**(Office Administrator)**

2/2018 – 7/2018

- Coordinating office activities.
- Handle administrative requests and queries from managers.
- Organizing and scheduling appointments.
- Manage some sales and Telemarketing processes.