

# Israa Natic

## Personal information

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**Name** : Israa Natic Jawad Al Azzawi  
**Gender** : female  
**Phone** : 077 000 38 39 6  
**Email** : [israa.natik@gmail.com](mailto:israa.natik@gmail.com)



## Education

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Graduated from **Information and communication engineering department** – Al Khawarizmi College - University of Baghdad ( 2011 – 2012 )

## Key Skills

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- Proficiency in all areas of Microsoft Office, including MS project, Excel, Word and Power Point
- Microsoft Office visio
- Auto Cad
- Google sketch up

## Employment History

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### ❖ **Technical coordinator , Scope Sky communication Co.,** ( Des 2012 – May 2014 )

Achievements and responsibilities:

- Implemented daily and monthly reports for the work progress
- Receiving customers' requests and problems mails and work with other departments to get solutions for it
- Projects coordinator and follow up
- Managing tasks on tickets system

### ❖ **Projects coordinator- PMO department , Darin group** ( Des 2014 –Oct 2017 )

Achievements and responsibilities:

- Coordinate and Follow up overall project progress and summaries achievements
- Monitoring project progress & compare it with plan & highlighting pending & delayed issues
- Prepare daily , weekly monthly reports for projects progress
- Prepare photo reports of field team activity
- Attend periodic projects meetings and get minutes of meeting
- Data analysis and prepare presentation summaries and reports of requested subject
- Follow up problems & issues till fixing it

## Courses & certificates

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- Planning transmission link course in Sun Purity in training center
- Microsoft project training
- Project Management Positional preparation course – PMP in M.K. training center

*Hereby certifies that*

*Israa Natiq Jawad*


*Has successfully completed*

*Microwave planning Course*

*From 27<sup>th</sup> December 2015 until 12<sup>th</sup> January 2016*

*At SPtech training center*

*Student ID: 0015*



12/1/2016

Training Center Manager



**Specialised Management Group**  
awards this:  
**~ Certificate of Completion ~**

to:

**Esraa Natic Jawad**

For Successful Completion of  
PMI® Project Management Professional (PMP)®  
Exam Preparation Course

*Shahid Din*  
Director of Knowledge

05-Jan-18  
Date Completed