

Curriculum Vitae

Name: Mohamed Ahmed Raoof
Nationality: Iraqi
Date of Birth: 1980
Marital Status: Single



CONTACT DETAILS

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EDUCATION

2003, B.Sc. Software engineering department, from Al-Rafidain University College

ASSOCIATION MEMBERSHIP

Member of Iraqi Engineers Union

TRAINING AND CERTIFICATES

CCNA 1, May 2007, Baghdad University - Computer Center (*Certified from Cisco Academy*)
CCNA 2, July 2007, Baghdad University - Computer Center (*Certified from Cisco Academy*)
Training Course on Blastrac machine, June 2015, The Netherlands (*Blastrac BV*)
GWR Mystery Shopper Training, April 2019, Online (*GWR Consulting*)

ADVANCED TECHNICAL SKILLS AND KNOWLEDGE AREAS

Software: MS Office all versions (Word, Excel, PowerPoint and Microsoft Outlook), Front Page, Outlook Express.
Hardware: Installing/Configuring/Fixing PC, Printers, UPS, Monitors, and all computer parts for (Desktop and Laptop).
Networking: Installing/Configuring LAN and WLAN, Extension and connecting network cables, Configuration of Cisco Router and Cisco Switch, Configuration different type of Routers and network devices

PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

Mystery Shopper *May 2019*

WGR Consulting / (Freelance) Baghdad

Writing full report by site visit in publicly or covertly, the report included:

The way of showing products, Are there brands competing for the product, Check the quality of the product, Efficiency of employees, How the staff dealing with the customer, Notification of anything unwanted And other information are requested by the customer.

Administration Officer *April 2009 – Aug 2019*
Falcon Oil and Gas Equipment Inc. / Baghdad Office

- Provide effective administration support by managing general office procedures - personnel, logistics business management, travel arrangements and reporting.
- Settlement all financial matters, Pay bills, checked invoicing, request the issuance letters of guarantee, request to open L/C, mortgage the estates and follow up all banking procedures with Iraqi banks.
- Work in field of Iraqi government contracts, Preparing offers, Get quotations from manufacturers, Follow up and provide the necessary support to the end-user.
- Clearance of goods from the possession of Iraqi customs from all ports of Iraq, Transportation of goods inside and outside Iraq until delivered the goods to the end-user.

IT Specialist *Nov 2007 – March 2009*
Al-Marfaa Company for Computers and Networks / Baghdad

- Maintenance and upgrade for computers (desktop and laptop)
- Install and Support various software
- Install LAN and WLAN, mobile support for laptops, remote connectivity access
- Configure and troubleshoot Cisco switches and routers.
- Configure various types of routers and access points.

Documentation Officer *March 2004 – May 2005*
JumpStart International – Humanitarian Organization / Baghdad

- Document the progress of the work sites of organization by taking pictures and writing reports.
- Daily site visits to all organization sites throughout Iraq.
- Installing and configuring the organization computers and network.
- Purchase PCs, laptops, network devices and software ...etc
- Purchase office supplies (stationery, office equipment and devices, office furniture).

LANGUAGES

Arabic : Mother Tongue
English : Good

REFERENCES

Name: Eng. Thaer Tabla
Title: CEO
Company: Falcon oil and Gas Equipment Inc.
Phone: +1 402 214 7005
Email: t.tabla@falconoilgasequipment.com

Name: Christelle Kalash
Title: Recruitment Officer
Company: WGR Consulting
Phone: +351 21 154 6810
Email: ckalash@gwrconsulting.com

Name: Kamal Kadhém
Title: General Manager
Company: Al_Marfaa Company for Computers and Networks
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Name: Sean O'Sullivan
Title: Managing Director
Company: JumpStart International
Phone: +353 87 132 5634
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