



Baghdad, Iraq



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## Education

**Class of 2016 - 2017**

**University of Baghdad**

Bachelor of Science in Civil Engineering

## Volunteering

**Nov 2021- until now**

**UNITAR Hiroshima**

Coach

UNITAR Leading Inclusive 4IR: Empowering Women in Iraq for the Future of Work through Digital Reskilling. Providing support and guidance for the participants throughout the whole programme.

# Laith Louai Salman

## Objective

I have a proven history of successful work with cross-functional teams. I am seeking a position in project management to deliver excellent management.

## Work Experience

**Oct 2021 – until now**

**Earthlink Telecommunications**

**Site Management Engineer**

- Conduct site acquisition survey.
- Negotiate with stakeholders.
- Contract with stakeholders.
- Prepare site acquisition reports.
- Follow-up with Admin dept.
- Follow the company's procedures.
- Prepare drafts.
- Follow-up with stakeholders and resolve issues.
- Perform any required tasks by management.

**Feb 2020 – Apr 2021**

**ALMURBAT Group**

**Contracts Management**

- Analyse, manage, and monitoring contracts/POs.
- Prepare schedule to deliver orders before the due date.
- Coordinate with clients and other company departments.
- Coordinate with shipping companies.
- Follow up with procurement, engineering and finance departments.
- Supervise procurement and logistics process.
- Provide administrative support.
- Receive and deliver orders to clients.
- Arrange meetings and trainings.
- Weekly and annual reporting.
- Audit invoices.
- Liaising with end-users.
- Archiving and documenting.

## Skills

- Interpersonal Skills
- Communication Skills
- Honesty & Accountability
- Enthusiasm, Self-starter, and Detail Oriented
- Planning & Coordination
- Reporting & Monitoring
- Microsoft Office – Professional

## Languages

- Arabic Language – Native
- English Language – Fluent
- French – Basic

### Jul 2019 – Feb 2020

#### Taha & Partners Group

##### Administrative Assistant

- Monitor the company's contracts.
- Coordinate with end users and company's departments.
- Coordinate with shipping companies.
- Audit daily/weekly invoices.
- Manage logistics and procurement processes.
- Provide administrative support.
- Analyse tenders/contracts.
- Reporting and archiving.

### Dec 2018 – Jul 2019

#### Abna Al Abduly

##### Civil Engineer

- Supervise civil works and monitor projects
- Assist project manager.
- Follow up with maintenance e-mails and take immediate action.
- Prepare BOQ and night shift report.
- Communications with clients.
- Represent the company.
- Documenting.

### Nov 2017 – Dec 2018

#### E3A Bureau

##### Civil Engineer

- Supervise civil works.
- Monitor projects' progress.
- Assist project manager.
- Follow up with contractors.
- Stock inventory.
- Provide administrative support.
- Prepare activities' schedule and BOQs.
- Documenting and daily reporting.

## Trainings

- PMP Exam Prep Seminar by **Udemy**. (under taking)
- Entrepreneurship Fundamentals course by **Udemy**. (2020)
- Participant at **Iraq Innovation Hackathon**. (2019)
- Alumni of Youth Entrepreneurship and Leadership training program by **UNITAR Hiroshima**. (2018-2019)
- Design Thinking and Entrepreneurship training workshops, **Innovation for Development by UNDP**. (2019)