
B.SC. CIVIL ENGINEER RANA JAMAL JUMAAH

Address: Iraq, Kirkuk, Hay Al-khadra'a, Behind Rand Oil • Phone: +9647709153621 • ranajamaljumaa@gmail.com

[in linkedin.com/in/rana-jamal-](https://www.linkedin.com/in/rana-jamal-)

Graphic Designer

Summary

Civil Engineer with 1-year experience in Office Administrator and 1-year experience as a designer engineer and five trainings and certifications.

Personal informations

Name : Rana Jamal Jumaah

Date of birth : 26/01/1993

Gender : female.

Status : Single

Work experience

2018 - Present

Graphic Designer

Blue Reklam for Printing Services

- Designing in Illustrator and Photoshop and Corldraw programs.
- Connecting with the clients.

2017 - 2018

Office Administrator

Qasir Al-Shimal company for general trading and contracting

(Full Time)

- Conduct clerical duties, including filing, answering phone calls, responding to emails and preparing documents.
- translating from English to Arabic and the opposite.
- Coordinate project deliverables.
- Perform accounting tasks, including invoicing and budget tracking.
- Provide administrative support for operations team.
- Monitor the production staff.
- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary

2015 - 2016

Designer Engineer

New House Office for Design

(Full time)

- Designing home plans and sketching them with Autocad 2016.
- 3D modeling for homes in 3ds max studio 2013.

Education

Certifications

- Certified from Microsoft Office Specialist Excel exam.
- Certified from Microsoft Digital literacy test.
- Certified from TASAWI program for business English and Computer Course funded by the U.S. Department of State.
- Certified from Al-Afendi office for Engineering Consultancy for qualifying the Engineers of Kirkuk to the (Total Station, Level and accomplishment of the buildings in the sites.
- Certified from ALOLA Organization for Economic Empowerment Project and Business Innovation.

IT Skills

Microsoft Office Programs (2016)

Word, Excel, Access, PowerPoint, OneDrive, Outlook

Autodesk Programs

Autocad 2017, 3dsMax 2013, A360

Google Programs

Google Sheets, Google docs, Google Drive, Gmail, Google slides

Adobe Programs

Acrobat reader, photoshop cs6, Adobe Scan, Creative cloud

Personal skills

- Excellent in Mathematics and Statistics.
- Outstanding knowledge in using a computer, scanner, printer, telephone, fax and copier.
- Excellent in Accounts.
- Optimistic and supportive in a team environment.
- Skilled in multi-tasking work.
- Excellent verbal and written skills.
- Punctual and Regular.

Languages

English ————— Excellent

Arabic ————— mother tongue

Turkmençe ————— good

Kurdish ————— understand

Additional skills

- Strong interpersonal and communication skills
- Ability to think critically and to recommendation good solutions to problems
- Able to work to tight deadlines and under pressure.