

Rasool Sa'ad Hameed

Civil Engineer

Summary

Looking for an entry to work as a civil engineer in any construction company with the ability to work with a team for the general purpose of completing a given project.

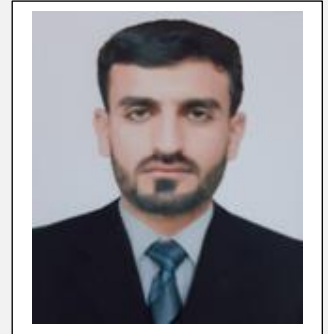
Experience

May 2017 - Present **First Deputy Governor (Thi – Qar Office) Volunteer**

- Typing documents such as correspondence, drafts, memos, and emails, and preparing reports for management.
- Scheduling and coordinating meetings, appointments for supervisors and managers.
- Opening, sorting, and distributing incoming messages and correspondence.
- Greeting visitors and determining to whom and when they could speak with specific individuals.
- Recording, transcribing and distributing minutes of meetings.
- Supported other departments as required.

Aug 2018 - Jul, 2019 **Anwar Al – Bat'ha Site Engineer**

- Undertaking technical and feasibility studies including site investigations.
- Using a range of computer software for developing detailed designs.
- Undertaking complex calculations.
- Liaising with clients and a variety of professionals including architects and subcontractors.
- Compiling job specs and supervising tendering procedures.



Personal Info:

Address

Bat'ha District, Thi Qar Province, Iraq

Phone

+964 780 385 8132

E-mail

rassol10h@gmail.com

Skills:

Windows Operating Systems

MS-Office (Excel, Word, & PowerPoint)

Software:

Microsoft Office

Auto Cad 2016

Microsoft Project

Languages:

Arabic

English

**Jul, 2019 -
Present** **Jurf Al-Gharaf
Site Engineer**

- Undertaking technical and feasibility studies including site investigations.
- Preparing shop drawings as needed to ensure proper installation of material.
- Performing quantity calculations by taking measurements and determining percentage of completed work.
- Working with Construction Manager to prepare with vendors to ensure accuracy.
- Responsible for preparation of daily field reports to Construction Manager.
- Inspecting contractors/subcontractors operations to ensure compliance with contract Requirements.

Education

**Nov 2014 -
Jun 2018** Dhi Qar University
B.Sc. Civil Engineering, June 2018

Training Courses

- Microsoft Office
- Cad Drafting
- 30-hour Construction Safety and Health
- Project Management Essentials Certified (PMEC)
- Lean Six Sigma White Belt Certified (LSSWB)
- ISO 45001:2018 - Principles of Occupational Health and Safety Management Systems.

References

- Available Upon Request.