



Sura Abdulkareem Mahdi Salih

Date of Birth: 21.May.1989

Marital Status: Single

Address : Housing Oil Complex , Baghdad , Iraq

E-Mail: sura.aljanabi89@gmail.com

Phone : 009647817373445  

SAMMARY

Responsible for setting achievable, measurable and challenging goals, also planning and managing eventual changes in organization. Always ensuring that the business company policies are implemented and respected.

EDUCATION

**B. Sc. Degree / Collage of Engineering / Civil Engineering
Department - Class of 2012**

University of Baghdad - Iraq, Baghdad

WORK EXPERIENCE

❖ **Al Ebtida Co. Ltd , (partner license from Schneider Electric France)**

Dec. 2012 — Sep. 2014

-Admenstrative assistant

- Managing and Distributing information within the company offices.
- Searching & applying for tenders related to our businesses.
- Searching & applying for tenders related to our businesses.
- Sending and receiving correspondence.
- Taking memos and maintaining files.
- Translate tenders & Contracts.

- Contract Engineer /Offering Dep:

- Read the electrical maps & Prepare technical and commercial offer to customers.
- Management of contracts made with customers, vendors, partners, or employees.
- Negotiating the terms and conditions in contracts and ensuring compliance with the terms and conditions.
- Conducting reviews and considering legal aspects of contract award & administration.
- Estimating the costs of a project and ensuring that the costs are controlled.
- Builds and maintain relationships with suppliers in order to secure positive, constructive and cost effective commercial agreements for the Company.

-Training Coordinator :

- Communicating with managers to identify training needs and mapping out development plans for teams and individuals.
- Communicating with managers.
- Managing, designing, developing, coordinating and conducting all training programs.
- Managing the abroad training of customers according to the contracts terms and conditions.
- Responsible for sending and receiving correspondences with foreign affairs ministry & embassies.

-HR Supervisor & Follow up director :

- HR Supervisor & making interview with employers that looking for a job&responsible for all employee job doc & its update.
- Responsible for official company doc. and its legal update year by year.
- Responsible for import license doc. and follow up the matter with government.
- Direct & coordinate the activities of follow up Dep. to reach a goal and objectives.
- Contact with electrical companies (Suppliers), discussing technical specification regarding electrics and home appliances.
- Plan the annual order with supplier and put approximate readiness date of each order.
- Issuing LC and follow up the whole steps with banks and supplier, and make system payment with bank when open & close LC.
- Perform the function of link between the supplier & the end user by checking the requirement of Iraqi market.

- Logistic Coordinator :

- Contact with logistic companies & get competitive offers.
- Managing logistic sheet by following up the goods from POL, POD & until reached our storage.

❖ **Al Itkan Company (Siemens Healthineers Agency in Iraq)**

Sep. 2018 — June. 2019

-Projects Coordinator :

- Perform administrative functions and Create project schedules (e.g. Time table, Gantt chart).
- Track budgets, projects deadlines, dates for meetings and other events in project, and expenses on Database.
- Assemble contracts, applications, Service reports, and all the project documents for submission or filing.
- Tracking, recording, and disseminating information about the current status of every piece of the project in addition to create a task list for team members.
- Track and manage paperwork, Keep team members updated on current information and manage information flow within the team.
- Arrange meetings and site visits between team members and clients & Record meeting minutes.
- coordinate with wide network of clients in the healthcare sector to facilitate the completion of the project.

PROGRAMMING

- AutoCAD program.
- STAAD PRO V8i.
- Microsoft office program (Excel, MS Project, Word, PowerPoint, Outlook).
- Adobe Acrobat Pro DC.

LANGUAGES

English

. Level: Excellent level in speaking Reading and writing

Arabic

.Level: Native in Speaking, Listening, Reading and writing