

Saif Azeez Tawfeeq

Contact

Iraq- Erbil
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Gender: Male

Education

Bachelor degree in Civil
Engineering, University of
Kirkuk. 2013.

Computer Skills

Microsoft Office
(Word, Excel, power point,
Outlook)
Internet Skills
(Reporting, Emailing)

Language

Native in Turkman
Fluent in Arabic
Fluent in Kurdish
Excellent in English

Objective

To Achieve high career growth through a continuous process of learning for achieving goal & keeping myself dynamic in the changing scenario to become a successful professional and leading to best opportunity. Moreover, willing to work as Civil Engineer and in the reputed construction industry.

Experience

May 2019- December 2021

Logistic and procurement officer in HAI (Heartland alliance international)-Kirkuk

- During trainings, provide logistical support, such as planning events, stationary and photocopies, coordinating with hotels and restaurants
- Support maintenance of procurement files and preferred vendors in coordination with the finance department according to HAI procedures
- Assist in facilitating any administrative and financial needs outside the office
- Support coordination of vehicles and travel schedules, including reconciliation of gas vouchers
- Procure all requested supplies or equipment for office maintenance, supplies, and project implementation according to HAI Iraq policies and procedures
- Identify maintenance needs and take proactive steps to prevent a lack of supplies
- Ensure supplies and equipment are delivered to appropriate locations and a record of distributions are provided

April 2018 to April 2019

Head of drivers in HAI (Heartland alliance international)- Kirkuk

- Provides secure transportation of program participants in agency vehicle or on public transportation to any location that is necessitated by programmatic needs.
- Supervises program participants individually or in groups and provides for their safety and well-being.
- Responds effectively to unexpected situations and crises during transports such as transportation delays and procedural failures, and communicates status of transport with supervisor on a timely basis.

Skills

- Ability to work independently and collaboratively.
- Excellent communication skills both oral and written.
- Problem Solving.
- Good planning, organizational and decision-making skills.
- Team player and good team leader.
- Ability to multitask, ability to handle pressure well, ability to improvise, flexibility, cultural and environmental sensitivity.
- Excellent ability to help workers in many industries improve upon skills.

Field of Expertise

- Project Management.
- Human Resources and Business Administration.
- Communication and social working.

- Assists in ensuring that company vehicles remain in good working order and reports issues with vehicles to management in a regular and timely manner.
- Participates in the implementation of program activities and events.
- Responds immediately to security and safety breaches and provides physical restraint as needed, in accord with restraint and crisis intervention training and program guidelines.
- Completes all necessary forms and reports in an accurate and timely manner.
- Participates and actively contributes in regular supervisory and staff meetings, in-house training sessions, and other activities as required.

August 2016- March2018

Project manager in FNC (first national company) for construction project in Kirkuk, Erbil and Basra

- Preparing work for the whole team.
- Estimating costs.
- Developing deliverable schedules as a roadmap for the construction team.
- Following the project in case there is a need to handle or supervise some tasks.
- Reviewing the project in depth to determine if everything is done according to plan.

January 2016- July 2016

Supplier in FNC with Iraq's north Gas Company-Kirkuk

- Providing material to the related company
- Prepare all training staff and material for training

May 2015- December 2015

Supervising engineer in Riga Asphalt Company- Erbil

- Provides technical advice and direction to internal and external customers. Manages, coordinates, implements, and/or monitors projects/programs
- Develops and evaluates a variety projects, programs, and/or plans. Develops long- and short-term planning/strategies for programs.
- Attends meetings and conducts presentations to City Council, boards and commissions, and other related agencies
- Reviews and evaluates technical and management audits.
- Develops training and team building programs by determine business needs and scope of work performed by personnel and implementing programs.

February 2015- May 2015

civil Engineer in construction projects for sanitary stuff Salahadin-Tuz khormatu

- Analyze photographs, drawings and maps to inform the direction of projects as well as the overall budget constraints
- Ensure project feasibility through continual evaluation of structural integrity and design practicality
- Create designs that utilize a variety of materials
- Perform and adjust quantity calculations for practical and budgetary purposes

- Communicate with team members as well as customers and vendors to ensure maximum cohesion and fluidity on projects
- Forecast design and construction time frames
- Inspect project sites to ensure they meet relevant codes and are progressing properly

April 2014- January 2015

Supplier in Kitan equipment Laboratory Company- Kirkuk and Erbil

- Supply plant (workplaces, sites, equipment), in a safe condition.
- Supply chemical and biological substances that are safe when instructions are followed correctly.
- Provide written instructions about how to use equipment safely.
- Maintain equipment in safe condition.

July 2013- March 2014

Executive Engineer in Burj AL-Saa'a for ordinary concrete construction –Kirkuk

- Interacting with the clients and understanding their requirements effectively
- Plan work according to the client requirements and manage the time
- Supervising the engineers and assistant engineers
- Guiding and suggesting changes, requirements, and necessities in the project

References

[Available upon request.]