



# Sana Saeed noori

+964 7709248474 | E: eng.sana186@yahoo.com

Dora, Baghdad

## PROFESSIONAL SUMMARY

**Gender:** Female

**Marital Status:** Married

**Nationality:** Iraqi

**Date of birth:** 3th of December 1989

**Address:** Al-Dora, Baghdad, Iraq

**Mobile No.:** +964 7709248474 . **E-mail:** eng.sana186@yahoo.com

## SKILLS

- Microsoft Office (Word ,Excel , Outlook and powerpint )
- Matlab
- AutoCAD
- Basic information of Programming languages: C, C++, Basic, Visual basic and assembly
- Packet Tracer
- Multisim

## WORK HISTORY

### PART-TIME LECTURER

2016 to 2016

**University of Baghdad | Baghdad, Baghdad Governorate**

- Give remedial course for small group of students in (**Logic**).
- Teaches (DSP) which is one of the hardest courses in information and Communication Engineering study.
- Give courses in (Math).
- Evidence of ability to teach and to supervise academic work by undergraduates, masters and doctoral students.

### MARKETING MANAGER

2016 to 2017

**Al-Ruya Company for telemarketing | Baghdad**

- Coordinate with clients and make contracts with them for telemarketing for their products or services.
- Follow up with clients and manage all the contract.
- Coordinate and organize conferences with the clients.
- Manage and lead marketing team and make sure that the objectives is achieved.
- Developed creative sales tools, including presentations and trend report.

### DOCUMENT CONTROLLER/ADMINISTRATOR

2018 to current

**FAWZ ALRAFIDAIN for Construction, Trading & General Services | Baghdad**

- Mange / Coordinate all administrative works and prepare reports that related to the project of Supplying, Installation & Maintenance of three 60 KVA generators at (ECP1, ECP2, ECP6) for the US. Embassy, Baghdad.
- Supported Chief Operating Officer with daily operational functions.
- Inspect and record data from parts and process specifications.
- Perform internal audits.

- Maintains product specification, test reports, and other databases, as well as hard copy documentation as required.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, employees, and the general public.

## EDUCATION

**B. Sc | Information and Communication Engineering**

2017

**University of Baghdad**

Build-a-low-cost-logic design circuit using fpga 4 weeks of training in Iraq Ministry of Industry and Minerals Course of optical fiber links and optical fiber communications

## REFERENCES

- **( Asst.Lect. ) at Baghdad University**

Mr.Tarik Asfor - Assistant Lecturer

Mobile: 00964 7901332211

- **( Marketing Manager) at Al-Ruya Company**

Ms.Sahar - HR

Mobile: 00964 771 373 1669

- **( Asst.Lect. ) Schlumberger Company**

Mr.Mustafa Ayad - Wireline Senior Field Engineer

Mobile: 00964 780 926 0605

- **( Documents Controller/Administrator) FAWZ ALRAFIDAIN Company**

Mr. Toni – Project Manager

Mobile: 00964 771 617 5843

## LANGUAGES

Arabic - native speaker English - good French :- good

## TRAINING

- Graduation Project: Build-a-low-cost-logic design circuit using fpga
- 4 weeks of training in Iraq Ministry of Industry and Minerals.
- Course of optical fiber links and optical fiber communications.
- Course about Satellite communication.
- Basic information about GSM and microwaves.
- Basic information about PIC Microcontroller
- Basic information about VSAT ( idirect modem).
- Basic information about network design.
- Course about data base.
- Course about VHDL.
- Course about cryptography, network security.
- Course about information system ( project about information system for a company with different product lines).

