

HIBA ALI HUSSEN ALTUFILY

Email: HIBAALIALTUFILY@yahoo.com

Date & Place of Birth: 1990/ Basra - **Address:** Basra
Mobile:07710518032 - **Nationality:** Iraqi
Gender: Female - **Marital status:** married
Languages: Arabic & English

Education

Bachelor's Degree in Petrochemical Engineering
Graduated in 2012 – 2013

Courses

- taken training as HSE
- taken training as project planner and cost of project
- taken training as procurement specialist

COMPUTER SKILLS:

- Microsoft office (word, excel, PowerPoint, outlook)
- Good hardware and multimedia skills
- Programming languages (MATLAB, visual basic)
- Computer aided drawing (AUTOCAD application) Other skills

Other Skills

- Ability to follow verbal and or written instructions
- Ability to work under stress and handle stressful situations and meet deadlines
- Good report writing abilities
- Ability to establish and maintain working relationships with co-workers
- Demonstrate strong interpersonal, communication and presentation skills
- Strong analytical and problem solving skills and meticulous
- Possess good project background and technical writing ability and skills.

- Mature, proactive, resourceful and hands-on with good initiative.
- Fast worker with ability to work well under stress.

Training:

- Computer's training course at Basra University.
- Training course in English at the institute for Al Omran training.
- Training course in south oil company (SOC) for six months.
- Training course in general OSHA in Basra University for oil & gas.

Work Experience:

- **HR Administration at FYD AL AMIN company
(Sept 2014 – Mar 2015)**

The Responsibilities:

- Preparing or updating employment records related to hiring, transferring, promoting, and terminating.
- Explaining human resources policies, procedures, laws, and standards to new and existing employees.
- Ensuring new hire paperwork is completed and processed.
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
- Addressing any employment relations issues, such as work complaints.
- Processing all personnel action forms and ensuring proper approval.
- Overseeing hiring process, which includes coordinating job posts, reviewing resumes.

- **Accountant at MANAWI BASHA school
(July. 2015 – may. 2016)**

the Responsibilities:

- Preparing accounts and tax returns.
- Administering payrolls and controlling income and expenditure auditing financial information

- Compiling and presenting reports, budgets, business plans, commentaries and financial statements analysing accounts and business plans
- providing tax planning services with reference to current legislation

- **Project Coordinator at AL Nour company for security
(sept.2016 -Feb.2017)**

the Responsibilities:

- Coordinate project management activities, resources, equipment and information.
- Break projects into doable actions and set timeframes.
- Liaise with clients to identify and define requirements, scope and objectives.
- Make sure that clients' needs are met as projects evolve.
- Monitor project progress and handle any issues that arise.
- Act as the point of contact and communicate project status to all participants.
- Use tools to monitor working hours, plans and expenditures.
- Issue all appropriate legal paperwork (e.g. contracts and terms of agreement).
- Create and maintain comprehensive project documentation, plans and reports.
- Ensure standards and requirements are met through conducting quality assurance tests.

- **Data capture with planning team & cost control at igcc group
(Dec. 2017_ Jun.2018)**

the Responsibilities:

- prepares and submits master program of project in consultation with project and planer lead.
- prepares (weekly/ monthly) report in coordination with project manager and site quantity.
- submit planning report such as preparation of manpower requirements for the project, preparation of material procurement report in accordance with approved program.

- Project cost estimation with the planning team and planner lead.
- Prepare monthly project report for the monitoring of the project activities on a daily basis and project promptly to the project manager and management.
- Good in project cost planning, scheduling and reporting.

- **Procurement & sales officer**
(Feb.2018 - Now)

the Responsibilities:

- Discovering profitable suppliers and initiate procurement partnerships.
- Negotiating with external vendors to secure advantageous terms.
- Establishing accurate quantities of each material available.
- Keep all materials on Excel sheet with full description and quantities.
- Follow the materials from the beginning of order until stored in the store.
- Responsible to control monitor project total expenditure including verifying and checking of invoices and claims from suppliers, vendor's subcontractors to ensure that all projects expenditures are captured and properly recorded.

مديرية الجنسية العامة
بمرفؤ هبرايهتى ككشتى ردهكزنامه



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الاسم / ناؤ : هبه
الأب / باؤك : على
الجد / باپىر : حسين
اللقب / نازناؤ : الطفيلى
الأم / دايك : بدرية
الجد / باپىر : عبود
الجنس / ردهكز : انثى
فصيلة الدم / كروپى خوين : O+

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