



# SAMA ALI JAAFER

## Over view

The desire to succeed leads to many ways to reach the main goal; I have experienced many ways to reach my goals, gave me the ability to express my main view to the listener in a brief way and in detailed way regarding what the situation needed. In addition to the willingness to cooperate with other colleges in a teamwork to gain the result in minimum period. Have a flexible mind to understand new logics, fields, and navigate their specific details, with an enthusiasm to learn new things and study new fields in every chance that I might have to make me rise one-step higher in my knowledge. Have the ability to observe, focus on the details of the details itself and re-arrange the useful details to make use of it as the current situation might need. With a strong work ethic and a competitive mind to subject all my abilities to reach the success in any task or project in hand. Have the leadership ability to control any situation and subjected it to hard study to reach the main goal with minimum risks and time.

## Education

### Higher Education

**Al-Nahrain University / College of Engineering (2014 – 2017)**

- M.Sc. in Chemical Engineering
- **Thesis Title:** "Adsorptive Desulfurization of Liquid Fuel over Activated Carbon Supported Metal Oxide".
- A research of the above-mentioned thesis published in the Journal of the University of Technology at a conference, in addition to another research, which published at Baghdad's university journal.

### Lower Education

**Al-Nahrain University / College of Engineering (2009 – 2013)**

- B.Sc. in Chemical Engineering
- **Graduation project title:** "Production of Formalin from Methanol".



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## OBJECTIVE

- Good team working Skills
- The ability to work quickly and efficiently
- Honesty and reliability
- A willingness to work flexibly
- Good spoken and written communication skills.
- The ability to work under pressure and meet deadlines
- The ability to plan and organize work schedules
- Ability to influence people at all levels.
- Self-starter with initiative
- Positive attitude
- Good knowledge of Logistics Industry

## Skills and Soft Skills

- Excellent experience in Microsoft office (Word -Excel - Power point - outlook).
- Excellent experience in the following computer programs:
- Ms project, ChemCad, mat lab, AutoCad.
- Excellent experience in preparing presentations
- Excellent experience in Emails and browsing the Internet.
- Arrange BOQs
- Languages: Arabic (Mother Language), English (Excellent speaking, reading and writing).

## Work Experience

- **Office Admin at Altareeq Alrasheed for construction and general trading, for one year period.**

### Role:

- Translate contracts from English to Arabic and vice versa.
- Translate documents, and navigate the subject of the translated document to make a brief description of it to the beneficiary sides and to whom may be concerned.
- Schedule meetings and attending meetings with higher levels in the governmental sides – from the ministry of industry and minerals - to navigate a project in hands and to study the problem solutions.
- Document agenda controller.
- Emails and communication with foreign companies and make conference to negotiate with their representative in order to fulfill the cooperation between our company and theirs.
- Study and arrange BOQs.
- Arrange a whole agenda for the project by using ms-project.
- Project follow-up with the technical engineers in the company.
- Problem-solving contribution.



## **Logistic Executive at Nova Scientific Bureau.**

### **Role:**

- Prepare and analyses Distribution Costs trend and cost factors.
- Yearly review all Product's information related to the factory and the warehouse that saves the goods.
- Report and analyse the products of Distribution Centres – transportation related, provide recommendations for improvement.
- Co-ordinate all matters related to environment, sustainability and distribution operations.
- Support on transportation part if necessary.
- Execute any special task assigned by line manager.
- Emails and communication with foreign companies and make conference to negotiate with their representative in order to fulfill the cooperation between our company and theirs.
- Train newly hired employees.