

Personal Information:

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Address: Baghdad- Iraq
Marital status: Single
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Education:

- BSc. Electrical and Electronics Engineering University of Technology 2012 – 2016
- Diploma in business management and Entrepreneurship-Alison Academy 2018

Work Experience:

Project Engineer in Center for Development of Investment and Reconstruction of Iraq:

- General Contract and Subcontract administration-
- Procurement and expediting of material and equipment
- Review plans and specifications with the project team.
- Monitor and maintain project schedule activities assigned by the Superintendent.
- Monitor and assist in coordination of jobsite logistics.
- Assist Project Manager with bid packages, subcontracts, schedules, submittal data and shop drawings.
- Assist in monitoring costs relating to General Conditions.
- Monitor all field expenses related to temporary manpower and rentals.
- Foster a cooperative and informative relationship with;
Project Team – Construction, Development, Property Management, Subcontractors, Consultants, and Building Officials.
- Assist in conducting on site meetings with Subcontractors and Keep Superintendent informed as to additional cost exposure.
- Assist in planning, organizing, controlling, procuring, storing, the logistics, and utilization of material.
- Assist with the management of the bid process, analyze blueprints/specifications, review proposals/project requirements and coordinate materials procurement
- Monitor's subcontractor personnel to ensure adherence with project plans and promotes quality control of all installations

-Human Recourse Specialist & Deputy finance manager at SIEMNSE Healthineers Agency– Iraq

- plan and manage recruitment and selection of staff
- plan and conduct new employee orientation
- identify and manage training and development needs for employees
- develop and implement human resources policies and procedures the company
- administer HR policies and procedure
- ensure compensation and benefits are in line with company policies and legislation
- support annual salary review
- implement and monitor performance management system
- handle employee complaints, grievances and disputes

- administer employee discipline processes
- conduct exit interviews
- review and update employee rules and regulations
- coordinate employee safety, welfare and wellness
- maintain knowledge of legal requirements a government reporting regulations affecting HR functions

Evaluating the performance of employees

- Process and prepare financial and business forms for the purpose of checking account balances, facilitating purchases, etc.
- Perform routine calculations to produce analyses and reports as requested by the finance director
- Create, send, and follow up on invoices Review and adhere to department budgets
- Collect and enter data for various financial spreadsheets
- Collect information for and prepare payroll payments for employees
- Assist the financial director in creating financial reports on a regular basis

-Public Relation and marketing specialist at Al-Hayat company for internet and communication LTD

- Plan and implement publicity strategies, campaigns, and social media calendar
- Manage content team to produce relevant, compelling social media updates with links to products
- Serve as the public face of the company in interviews and press conferences
- Develop relationships with industry leaders through social media
- Manage communications budgets
- Establish goals for soliciting funds, develop policies for collection and safeguarding of contributions, and coordinate disbursement of fund
- Developing Marketing Strategies & Plans
- Capturing Marketing Insights
- Connecting with Customers
- Building Strong Brands
- Shaping the Market Offering

Social Media Marketing Specialist and at Administer Assistant

Gezairi Transport

- Create the social media strategy
- Create budgets for social media activities
- Work with internal stakeholders
- Recruit and manage the social media marketing team for your organization
- Work with other marketing branches to integrate different activities
- Follow up the implementation of various administrative decisions issued by the Director.
- processing of daily mail (notes, circulars, administrative documents, transaction reports, collection data, etc.) .
- Follow-up of the administrative tasks related to the annual employee leave and set goals.

-Skills:

- **computer skill** (Microsoft office Excel- PowerPoint –word- Visio- project professional) - Email Management-Information Management-Data Entry-Digital Calendars (Google, Outlook, etc.)-Instant Messaging- Video Conferencing- Cloud Backup Software (Dropbox Pro, etc.) Social Media Management)
- Accounting Software Skills** (Al-Ameen Accounting system, MS Excel)
- Computer programming Skills** (Matlab , c++, VB, Java, Python)

- Marketing Skills** (Search engine optimization (SEO)-Google Analytics-Email marketing)
- Design skills** (Adobe Photoshop c6 –AutoCAD – Dialux)
- Time management**
- Communication skills**
- strategic planning.**
- Integrity**
- Critical-thinking**
- Positive Attitude**
- Organization**
- Scheduling**
- Troubleshooting**
- Data Analysis**
- Confidence**
- Reading Comprehension**
- Ongoing Improvement**
- Compliance**
- IT**
- Team work**
- Self-Motivation**
- Decision making**
- **Commercial and Business Awareness**
- Excellent communication and presentation skills**

Training Course:

- Training in leadership workshops**
- **Training in global issues workshops**
- Training in community service work**
- Training in operation management**
- Training in human resources**