

Cover Letter

Date: 18th June 2019

Dear Sir/Madam,

Please accept the enclosed resume as an expression of interest in exploring employment opportunities in your organization.

As a seasoned expert with varied background in projects managing. I am very confident that the **fifteen years of experience** I have as a manager will make me perfect for this position. I am talented and award winning professional who in all my previous roles has consistently delivered results to the highest standards.

I consider myself to be a hard worker with a solid work ethic who exerts optimal effort to ensure all tasks given to me are completed on time and to the highest standards.

My strengths include, but are not limited to the following;

- Identifying critical issues and driving forward action plans to improve performance.
- Making informed decisions, taking action & dealing with conflict in professional and mature manner.
- Experience in carrying out complicated negotiations with all involved parties.

I hope that after reviewing my attached resume you will be convinced of my potential and invite me for an interview to discuss my application in further detail.

Thank you for the time you have taken to consider my application, and I am looking forward to hearing from you.

Yours Sincerely,

Eng. Mohammed Amer Abdul Kareem
Iraq – Baghdad

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CURRICULUM VITAE

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Linkedin : [Mohammed A. Abdul Kareem](#)

Iraq-Baghdad

Experience:

I have been working with projects executing and managing more than **Fifteen years** including **thirteen** years' experience in Iraq and about **Two** years in UAE



Curriculum Vitae/Mohammed Amer Abdul Kareem
B.Sc. of Civil Engineering
Updated date Of C.V. : 18th June 2019

Personal Information:

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|-------------------------------|---|------------------|------|----------|-------|------|
| • Full Name | : Mohammed Amer Abdul Kareem | English Language | High | Moderate | Basic | None |
| • Nationality & Date of Birth | : IRAQI, 27 th . Oct.1979 | Speak | | ✓ | | |
| • Gender | : Male | Read | | ✓ | | |
| • Marital Status | : Married | Written | | ✓ | | |
| • Languages | : Arabic (Mother Tongue) , English (Good) | | | | | |
| • Others | : Membership of Iraqi Engineers Union, Membership of federation of Arab Engineers | | | | | |

Personal Statement:

An enthusiastic, driven and proactive engineer who possesses a long track record of projects delivered on-time. Mohammed has a strong technical background and a firm understanding of regulatory laws, able to work and maintain relation with Co-employee and Client at all level, legislation and codes of practice in his field of expertise. He has extensive experience of working on a number of challenging and interesting projects within a variety of sectors, including healthcare, education, industrial, and residential. He is currently looking for a suitable position within a fast-paced and challenging environment that will offer him an opportunity to make his mark.

Duties & Abilities:

- Lead, organize, supervise, and evaluate the work of staff.
- Analyze problems and develop effective alternatives for their solutions in low cost and savings.
- Independently plan, perform and coordinate advanced level professional and technical engineering studies, computations, drawings, reports and surveys.
- Undertaking appropriate research and investigation into any design modifications / improvements.
- Write clear, concise and accurate technical and non-technical reports, correspondence and memoranda; prepare reports, agreements and accurate records.
- Coordinate engineering and construction activities with activities of other divisions and outside organizations.
- Explain complicated technical matters in non-technical terms.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Academic Qualification:

| Degree | University Or Institute | Graduated Date | Verification |
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| • B.Sc in Civil Engineering | Baghdad University- College of Engineering | 16-August \ 2003 | Republic of IRAQ, Ministry of Foregone Affairs and United Arab Emirates, Ministry of Foregone Affairs |
| • Diploma in Engineering Drawing | Institute of Technology- Baghdad | 28- June \ 1999 | Republic of IRAQ, Ministry of Foregone Affairs |

Working Experiences:

| Name of company and Period of Date | Position | Job Description |
|---|---------------------|---|
| <p>15 August ,2018 – up to date Iraq-Basra</p> <p>AKT oil services e: m.taha@aktoilservices.com website:www.aktoilservices.com</p> | Civil Team Lead | <p>I am working a SIBA Gas Field Development with 5 Kilometers flow lines ,2.5 kilometers of trunk line ,6 Wellheads ,1 HUB and some modifications in CPF to connect with trunk line in Basra</p> <p>Client of Project: - Kuwait Energy Iraq Limited. KEIL, Project Cost (14, 400, 000) USD.</p> <p>job description as follow:-</p> <p>Civil Team Leader :</p> <ul style="list-style-type: none"> ○ Provide project management for construction projects to ensure contractor compliance with project specifications, time, and budget parameters; provide engineering information to contractors, developers, engineers and the public. ○ Verification of requirements for methods of measurements and specifications. ○ Prepare preliminary and final project cost estimates and procurement purpose. ○ Review and approve payments for consultants, vendors, and contractors. ○ Determine design procedures; interpret the application of design criteria. ○ Coordinate engineering work with property owners. ○ May assist in the field engineering and inspection of all engineering and public works related projects and improvements. |
| <p>10 April ,2018 – 10th August 2018 Iraq-Baghdad</p> <p>F.Co. Group e: ibrahem@fcogroup.com website:www.fcogroup.com</p> | Project Manager | <p>I have constructed a second stage of Al-Mashriq University buildings project (G + 1) near to Baghdad International airport Street with total area 11,500 Msq. Project Cost (5, 800, 000) USD.</p> <p>job description as follow:-</p> <p>Project Manager :</p> <ul style="list-style-type: none"> ○ Preparing of reviewing design drawings and shop drawings and get approvals. ○ Verification of requirements for methods of measurements and specifications. ○ Controlling of budget of the project on monthly basis. ○ Taking off quantities for Procurement purpose. ○ Preparing final bills and cross check work done at site by sub-contractors and material managing. ○ Verification of measurements of the contractors work & certification of their interim bills. ○ Maintaining records of payment made to subcontractor and supplier. |
| <p>4 Oct., 2015 – 5 April ,2018 Iraq-Baghdad</p> <p>Consulting Engineering Bureau in Baghdad University CEB e: cebheng@yahoo.com PO Box :47024</p> | Supervisor Engineer | <p>I have supervised a sewer system for AL-Dora Refinery- Oil Products Distribution Company (MOO), Baghdad-Iraq.</p> <p>job description as follow:-</p> <p>General supervision</p> <ul style="list-style-type: none"> ○ Timely and periodic visit to the site ○ Consultation and guidance to client/owner ○ Interpretation plan drawings and specification ○ Checking the authenticity of drawing and data provided ○ Processing and estimating contractor progress and further payments ○ Guiding in amendments to contractors contract ○ Final inspection and validation of project ○ Preparation of “as-built” drawings <p>Resident supervision</p> <ul style="list-style-type: none"> ○ This aspect of supervision requires the consulting engineer to send a representative or an engineer to the site of the project. ○ The resident engineer over the site takes care of detailed inspection of the structure being constructed as per specifications and plans |
| <p>4 Feb., 2014 – 1 Dec., 2017 Iraq-Baghdad</p> <p>International Centre For Technical Research hashem_shahrestani@yahoo.com</p> | Projects Engineer | <p>I have constructed with International Centre for Technical Research in Burj Al Bab Murad building project (B + G + 13) in Al Kadmiyah area.</p> <p>job description as follow:-</p> <p>Construction Manager :</p> <ul style="list-style-type: none"> ○ Schedule the project in logical steps and budget time required to meet deadlines. ○ Inspect and review projects to monitor compliance with building and safety codes, and other regulations. |

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| | | <ul style="list-style-type: none"> ○ Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing the owner or developer. ○ Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors. ○ Requisition supplies and materials to complete construction projects. ○ Prepare and submit budget estimates and progress and cost tracking reports. ○ Develop and implement quality control programs. ○ Take actions to deal with the results of delays, bad weather, or emergencies at construction site. ○ Confer with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems. ○ Plan, organize, and direct activities concerned with the construction and maintenance of structures, facilities, and systems. ○ Investigate damage, accidents, or delays at construction sites, to ensure that proper procedures are being carried out. ○ Evaluate construction methods and determine cost-effectiveness of plans, using computers. ○ Direct acquisition of land for construction projects. |
| 18 Sep 2012– 28 Jan., 2014 Iraq-Baghdad Skylight Steel Erection Company (UAE Based Company) Ajman Free Zone, E17 e: info@skylightco.com website:www.skylightco.com | Projects Manager | I have worked in erecting two steel structure warehouses fabricated by Mabani Steel L.L.C. with total area to each about 11,500 Msq. Project Cost (4, 800, 000 USD). Consultant : CEB Steel Subcontractor : Mabani Steel 'fabrication' Cladding Subcontractor : TSSC MEP Subcontractor : NAFCO Racking System : FAMCO Project with two phases : PH1 : Maintenance Facility Center , PH2 : Mega Store |
| 3 Feb., 2010 – 15 August 2012 Iraq-Baghdad ACA Alliance Pty. Ltd. ISO 9001:2008 ,OHSAS 18001:2007 (Australian Based Company) Nexus Building, 4 Columbia Court, Baulkham Hills NSW 2153, e: office@acaalliance.com.au | Construction Manager & Estimator Engineer | I have worked in projects named (3×400 Beds Teaching Hospital (Construction Of Hospital with total cost 415,000,000 USD, total area of each hospital 61,500 Msq.) ,Consultant ITEC(Japanese Company) client (Ministry Of Health- Republic Of Iraq), job description as follow:- Construction Manager : <ul style="list-style-type: none"> ○ Preparing of quantity take-off and measurements. ○ Verification of requirements for methods of measurements and specifications. ○ Updating the progress of the site, take out variation in the design of structures and claiming for the monthly invoice to the client. ○ Preparing monthly plant and machinery consumption report. ○ Controlling of budget of the project on monthly basis. ○ Taking off quantities for Procurement purpose. ○ Preparing Rate Analysis for Extra Items. ○ Regular updating and managing Cash flow forecast. Estimator Engineer : <ul style="list-style-type: none"> ○ Preparing of BOQ and tender estimating and invoices. ○ Reviewing structural design and shop drawings / submissions. ○ Preparing final bills and cross check work done at site by sub contractors and material managing. ○ Verification of measurements of the contractors work & certification of their interim bills. ○ Preparing Debit note for any NOC from Client or Consultant. ○ Maintaining records of payment made to subcontractor and supplier. |
| 10 Feb., 2009 – 30 Jan., 2010 Iraq-Baghdad Wadi AL-Ahsa'a International Company e: wadialehsaa@yahoo.com | Projects Manager | I have worked in many projects as follow:- <ul style="list-style-type: none"> ○ I have supervised & executed of a building (B + G + 3) (office building) for Ministry of Oil (MOO) located at AL-Doura district, Baghdad-Iraq (Constructional area about 1200 Msq. And Cost about 3,750,000 US. Dollar). ○ I have supervised of a building (G + 2) (Public building) for Ministry of Higher Education and Scientific Research located at AL-Zoafrianiya district, Baghdad-Iraq (Constructional area about 2100 Msq. And Cost about 2,600,000 USD). ○ I have supervised of a building (G + 2) (Public building) for Ministry of Higher Education and Scientific Research located at AL-Zoafrianiya district, Baghdad-Iraq (Constructional area about 1700 Msq. And Cost about 3,250,000 USD). ○ I have designed a many projects (Storage Structure in Doura district and other buildings). |

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| | | <ul style="list-style-type: none"> ○ I have prepared and estimated a many bids, scopes of work, schedules of time, tenders & BOQs. |
| 1 Oct., 2007 – 21 Jan., 2009 UAE-Dubai AL-Ajimi For Consulting e: alajmidb@emirates.net.ae PO Box :14115 Dubai-UAE | Projects Engineer | I have worked in two projects to participate in:- <ul style="list-style-type: none"> ○ I have supervised a complex Villas (G+1) 27 Nos. (Concrete Structure). ○ I have supervised a building (G+5) Concrete Structure with Piles and Raft Footing). job description as follow:- <ul style="list-style-type: none"> - Daily Monitoring for all site activities. - Prepare the monthly report to be submitted to the end user. - Review the daily, weekly, monthly site progress of contractor to be in line with project master plan. - Sign and approve all the contract agreement. - Check out all the materials test and approved check test and inspections and give NOC and materials approval for contractors. |
| 5 Jan., 2007 – 30 Sep., 2007 UAE-RAK AL Zein Design Eng. & Consultants L.L.C. e: zein.design@gmail.com P.O. Box :29749 | Projects Engineer & Structural Engineer | I have worked to participate in:- <ul style="list-style-type: none"> - Design buildings G+2 to G+4 (accommodation building, showrooms, sheds). - Design and supervised a many Villas. - Supervision a many steel projects and labor accommodations in RAKIA RAK FZE. As follow:- <ul style="list-style-type: none"> ○ Ghani Glass Factory (Factory for Glass production was steel structure). ○ Asnani Steel Factory (Factory for Steel production was steel structure). ○ Christi Wood Steel Factory (labor Accommodation and office is Truss frame). ○ Century Media Inc (Media Inc. building is concrete structure (pre-cast roofs). |
| 1 March, 2006 – 1 Dec., 2006 Iraq-Baghdad Aswar Fadac Co. Contracting Est. e: aswarfadac@albanna-group.com | Technical Office Engineer & Project Engineer | I have worked to participate in :- <ul style="list-style-type: none"> ○ Supervision & execution of a building (G + 5) (hotel apartments) located in AL-Karadah district, Baghdad-Iraq. ○ Supervision & execution of a building (G + 2) (apartments) locating in Salikh district, Baghdad - Iraq. ○ Supervision a fire station building locating in Kamalyah district, Baghdad - Iraq. ○ Erection a steel structure specialist of X-Ray equipment in several hospitals in Iraq. ○ Supervision of a construction of Abu Harijah Bridge and Jamaly Bridge projects for cars crossing in Najaf - Iraq. ○ Supervision a rehabilitation of Diuwayhia irrigation canal in Karbala. <ul style="list-style-type: none"> - Project Period is 5 months. - Project Total Cost is 860,000 USD. |
| 4 Dec., 2004 – 28 Feb., 2006 Iraq-Baghdad Consulting Engineering Bureau in Baghdad University CEB e: cebheng@yahoo.com PO Box :47024 | Supervisor Engineer | I have worked to participate in:- <ul style="list-style-type: none"> ○ Design a fuel gas station in AL- Qadesyiah district in Baghdad, a Multi-stories garage building, a fence in the Wasit University. ○ Supervision a municipality's works in AL-Zoafrianiya district in Baghdad. |
| 5 June, 2004 – 1 Dec., 2004 Iraq-Baghdad Al- Jawf Construction Company e: al_jawfcompany@yahoo.com | Supervisor Engineer | I have supervised a rehabilitation of Bni Hassan irrigation canal in Najaf. <ul style="list-style-type: none"> ○ Project Period is 5 months. ○ Project Total Cost is 684,000 USD. |
| 25 August, 2003 – 30 May, 2004 Iraq-Baghdad Al-Masar Co. For Constructional Contracts | Project Engineer | I have worked in construction of a secondary school, consisting of (18) classes. |

Computer skills:

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| • STAAD Pro and Prokon \ Design & Analysis | Good |
| • ETABS ,SAP and SAFE \ Design & Analysis | Medium |
| • Primavera & MS-Project \ Planning | Good |
| • AutoCAD \ Drawing & Modified (2D & 3D) | Excellent |
| • Office XP (Excel – Word) | Very Good |

