



Curriculum Vitae

Personal information Noor Layth Al-Shannoon

Sex: Female

Date of Birth: 9/ July/ 1994

Social Status: Single

Nationality: Iraqi

Address: Ali Alsaleh – Baghdad – Iraq

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Education

- 1- High School Education – Distinguish School for Girls (2006-2012)
- 2- B.Sc. Civil Engineering - Al-Mansour University College (2012-2016)

Achievements

- 1- Bachelor Degree in Civil Engineering
- 2- License of Membership in “Iraqi Engineers Union”
- 3- TOEFL iBt [English Language Certificate]
- 4- Goethe Zertifikat [German Language Certificate – level A1]

Work Experience and Location

- 1- Operations Officer at Al-Shama’a for Shipping and Clearance [22/Nov./2018 – 30/Apr./2019] – Baghdad.
- 2- Receptionist at Baghdad International Fair with Al-Shama’a Company [10/Nov./2018 – 19/Nov./2018] – Baghdad.
- 3- French Language teacher at Jasmine Kindergarten [28/Jul./2018 – 8/Nov./2018] – Baghdad.
- 4- Iraq Builders Workshop for Civil Engineers [7/Oct./2017 - 14/Oct./2017] – Baghdad.

Personal Skills

- Fluent English Speaking, Reading, Writing and Listening Skills.
- Moderate German Speaking, Reading, Writing and Listening Skills.
- Moderate French Speaking, Reading, Writing and Listening Skills.
- Quick learner.
- Administrative skills with high responsibility and organized at work.
- Dealing with customers and other employees with flexibility.
- Work under pressure.
- Assisting with basic “Accounting works” and willing to learn more.
- Good knowledge with calculations of Demurrage (shipping line works) & Custom Clearance calculations (Approximate numbers).
- Sketch Planning, Maps Drawing & Design Skills.
- Working on Engineering Analytical Programs.
- Moderate “Bill of Quantity” Calculating Skills (Engineering Work).

Digital Skills

- 1- Advanced Microsoft Office skills (Word, Excel, Power Point, Access, Outlook).
- 2- AutoCAD & ArchiCAD – Design Programs.
- 3- Primavera – Project Management Program.
- 4- STAAD Pro. – Structural Analysis Program.
- 5- ABAQUS – Finite Element Analysis Program.
- 6- MATLAB – Math Works Computer Programming.

Languages

- **Arabic** – Mother Language
- **English** – TOEFL iBT with Score (84/120)

Reading	Listening	Speaking	Writing
20	20	22	22

- **German** – Goethe Zertifikat Level A1 with Score (85/100)

Reading	Listening	Speaking	Writing
18.26	18.26	24.90	23.24

- **French** – Secondary School Study Level

Interests

- Self-Development interests with passion for Computer Skills Developments.
- Willing to work at different job positions to gain more experience and knowledge.
- Encourage team work and like to help others.
- Book reader.
- Passionate about Sketch planning and Drawings.