

C.V.

INFORMATION:

Full Name: Ghufraan Taleb Fahal

Gender: Female

Date of Birth: 16/4/1991

Address: Iraq – Baghdad – Al Ghazaliah

Phone Number: 07732028829

E-Mail: Gufran_Alkubaisy@Yahoo.Com

Nationality: Iraqi

Marital Status: Single

Education:

University: Baghdad University

College: College of Engineering

Specialization: Civil Engineering Department

Graduation Year: 2014 – 2015

Experience:

Al- Murbat Company for General Trading and Contracting Ltd.

Start Date: Nov-2018

End Date: May - 2019

Job Title: Administrator and Contract Management

Responsibilities:

- Coordinating Office Activities.
- Handle Administrative Requests and Queries From Managers.
- Organizing and Scheduling Appointments.
- Data Entry.
- Conduct Clerical Duties, Including Filing, Answering Phone Calls, responding to Emails and Preparing Documents.
- Manage Contracts.
- Manage Offers.

Nice Touch Home Automation

Start Date: October-2017

End Date: October -2018

Job Title: Office Administrator

Responsibilities:

- Coordinating Office Activities.
- Handle Administrative Requests and Queries From Managers.
- Organizing and Scheduling Appointments.
- Manage Some Sales and Telemarketing Processes.
- Data Entry.
- Conduct Clerical Duties, Including Filing, Answering Phone Calls, responding to Emails and Preparing Documents.
- Perform Accounting Tasks, Including Invoicing and Budget Tracking.

Al-Attar Engineering Consultant Office

Start Date: August -2016

End Date: September -2017

Job Title: Design Engineer

Responsibilities:

- Prepare Architecture and (Mep) Design Plans Based On Design Requirements.
- Submit Architectural Designs to Management and Clients for Review and Approval.
- Review Design Requirements and Determine Best Design Options for Building Project.
- Modify and Update Designs Based On Review Comments from Management.
- Update Existing Design Techniques with Respect to Latest Design Trends.
- Manage and Execute Design Assignments in A Timely Manner.

Al-Ayadi Al-Mutaheda Co. For Real Estate

Start Date: Feb-2015

End Date: July -2016

Job Title: Site Civil Engineer

Responsibilities:

- Overseeing Building Work.
- Prepare Monthly Report On Progress of Assigned Project with Assistance of Schedules, Costs Spreadsheets and Perform Analysis On Same.
- Prepare Project Records with Details.
- Calculating The Quantities Required to Cast the Structural Members.
- Using Eng. Devices (Total Station, Level)

Languages:

- Arabic: Mother Language
- English: Good

Courses:

- Entered A Training Course (Drywall System) And Got Three Certificates of Drywall Systems (Pft Machine, Manual Plastering, tiling with Adhesive Cement, Aqua Panel, Drywall and Suspended Ceiling) In Knauf Training Centre / Baghdad.
- Entered A Training Online Course (Introduction to Project Management and Pmp Test) At Udemy Website.
- Entered A Training Course (Al Ameer System) In Baghdad - Al Ameer Office for Accounting Systems.

Computer Skills:

- Microsoft Office
- AutoCAD
- Ms Project
- Primavera P6
- 3ds Max
- Al- Ameer Accounting Software
- Staad Pro

Other Skills:

- Communication
- Sales & Marketing
- Data Entry
- Working with The Team