***Curriculum Vitae***

**OMER SADUN**

**Civil Engineer**

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## PERSONAL STATMENT

A highly resourceful, flexible and enthusiastic individual who as an ambitious Civil Engineer enjoys the challenge of working across a broad range of sectors. I have a strong track record of delivering high profile and challenging projects for a broad range of clients throughout the area where I had been worked. I have the experience required to take leadership on major projects in key areas such as budget matters, quality control, safety and timeframe targets. I possess the unique ability to maintain an overview of entire projects while continuing to attend to detailed technicalities. Right now I would like to work for an employer that is looking for talented, committed and ambitious people to help them shape the future of their company.

## AREAS OF EXPERTISE

## ENGINEERING

* Knowledge of relevant construction codes / compatible to ACI code and ASTM code.
* Collecting information, investigating options and devising solutions.
* Verifying the work of others.
* Carrying out feasibility studies.
* Familiar with the design of small projects like multi story buildings and houses.
* Familiar with site planning and site care & maintenance activities
* Good understanding of design and construction processes.
* Using a range of computer packages for developing detailed designs.

## PERSONAL

* Ability to think methodically, to design, plan and manage projects.
* Detail conscious with an ability to study the minute aspects of a project
* Ability to transfer skills from one sector to another.
* Making judgments and solving problems.
* Strategic thinker with the ability to execute effectively.
* Able to be undertaking complex and repetitive calculations.
* Always ensuring the highest quality of workmanship.
* Able to work under pressure.
* Able to work in multi-cultural context.
* Negotiating, supervisory and leadership skills combined with the ability to delegate

## EDUCATION & QUALIFICATIONS:

* B.Sc. Degree in civil Engineering
* AL-Nahrain University/ College of Engineering /Civil Department
* Year of Graduation: 2010
* Final year project: Design of highway truss steel bridge.

## PROFESSIONAL EXPERIENCE

**1- Program Manager from 6/8/2017 till Present:**

**Assigned to PUI:**

**Brief on the project and my Responsibilities:**

* Ensure that aid recipients and local populations understand project objectives and actively participate in their implementation.
* plan activities and ensure that the activity schedule is followed.
* approve technical selections for the project(s).
* ensure the Rehabilitation/Shelter/WASH program(s) under his/her responsibility are running smoothly and ensure that the objectives defined project propositions are met. Above all, follow directions given, report to HOB, report any obstacles encountered during implementation and propose improvements or changes if necessary.
* ensure the Rehabilitation/Shelter/WASH program(s) is in accordance with the laws and standards of the country
* oversee implementation of monitoring and/or evaluation, depending on the needs of the project(s).
* analyze and transmit information collected to HOB.
* produce and disseminate monitoring and evaluation reports to the relevant persons.
* ensure proper archiving of all documents produced for the project(s) and that the verification sources cited in the project proposal(s) are available.
* send internal and external reports to his supervisor by the internal approval (SITREP) deadline and external contractual (project report) deadline.
* Guarantee that the job descriptions are appropriate to the needs of the project and if they are not modifying them appropriately
* Responsible of capacity building of staff
* Manage conflicts among staff in case they occur
* Guarantee that all employees are behaving according to PU regulations
* Supervise the staff’s work in order to guarantee quality and advancement of the project
* Organizes training sessions for workers when necessary
* Organizes teams and working schedules in collaboration with the local communities
* Motivates and sensibilizes local communities on issues regarding shelter and water infrastructure.
* Coordinate the logistic needs of the project with HoB and Log Base - Baghdad
* Guarantees that the logistics procedure are respecting PUI regulations
* carries out the purchases
* Plans the vehicles’ use for staff
* Responsible for the fleet management
* help develop the mission's strategy

**2- Site Manager from 6/1/2017 to 1-6-2017:**

**Assigned to AKTCC Group:**

**Brief on the project and my Responsibilities:**

* Oversee the movement, distribution and storage of materials in an organization. Managers control the flow of incoming materials and outgoing finished products to ensure customers receive products on time.
* oversee warehouse, inventory control, material handling, customer service, transportation and planning workers.
* hire, train and evaluate employees.
* prepare worker schedules and ensure warehousing and distribution workers follow safety rules.
* prepare reports for upper management; negotiate shipping and supplier costs, and work to improve the efficiency of the company’s supply chain.
* Prepares a variety of procurement-related documents, contracts, communications, guidelines, instructions.
* Attend all regular customer meeting representing my company (trying to obtain all the customer requirements & negotiation … etc.) and make the customer satisfy.
* Plans, develops and manages all procurement and contractual aspects of projects of significant complexity related to worldwide procurement of diverse services and commodities (e.g. construction projects, information technology, electronic equipment and instruments, vehicles, medicines, foodstuffs, building maintenance materials, office supplies, furniture, etc.), taking into account local economic and other conditions.
* Monitor the sustainability of the project's results
* Establish and maintain good professional relationship and partnership with the Customer.
* Manage Team tasks related to closing out projects and checking final project evaluation documents
* Prepare reports, background papers, briefing notes, talking points and presentations related to the implementation of the project.
* Oversee data tracking and analysis on regular basis and ensure that data and metrics in field reports are accurate.
* Support pre-and post-test, need assessments, survey, focus groups and evaluation or verification as well as other studies at the project and program levels
* With support from Project Manager ensure finance and operational needs of PAE.
* Work in collaboration with the PAE and AKTCC local partners.
* Participate and support local needs assessment.
* Coordinate on assessing training needs and identify of external providers.
* Supervising local training sessions by providing all the necessary needs and sending reports to HQ.
* Assist in CV search for vacancies,
* Follow up on the recruitment documentations.
* Collection & follow up the employment contract.
* Collaborate regularly with AKTCC Group members.
* Manage the status change request and send to the customer.
* Collect all documents related to employee
* Create and maintain personal files.
* Other duties as assigned by Director.

**3- QA/QC supervisor from 1/12/2015 to 31-12-2016:**

**Assigned to Ericson FTTH project:**

**Brief on the project and my Responsibilities:**

* Monitor all project activities, expenditures and progress towards achieving the project output.
* Conduct monitoring visits to the field to ensure the proper function and use of provided facilities.
* Participate in annual project reviews and planning workshops and assist the Project Manager in preparing relevant reports
* Monitor an efficient system and record for all project activities and analyze all processes to ensure all work according to quality requirements.
* Develop and maintain good lines of communication and relationships with local authorities and the local community.
* Develop and strengthen monitoring, inspection and evaluation procedures
* Provide feedback to the Project Manager on project strategies and activities
* Assist in preparation of technical evaluations.
* Follow-up and give tasks to engineers and technicians.
* Complete the initial and final acceptance.
* Develop and determine all standards to perform inspection and tests on all procedures and oversee all testing methods and maintain high standards of quality for all processes.
* Review quality of all materials at site and ensure compliance to all project specifications and quality and collaborate with department for all material procurement and maintain quality of materials.
* Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks
* Monitor the sustainability of the project's results

**4- Construction supervisor from 6/7/2013 to 30-11-2015: Assigned to Darin Group:**

**Brief on the project and my Responsibilities:**

* Analyzed all products and non-conformance processes and evaluate all documents to ensure maintenance of optimal quality and prepare monthly reports to evaluate performance.
* Monitored an efficient system and record for all project activities and analyze all processes to ensure all work according to quality requirements.
* Managed all work methods and maintain knowledge on all quality assurance standards and monitor continuous application for all quality assurance processes and recommend corrective actions for all processes.
* Developed and determined all standards to perform inspection and tests on all procedures and oversee all testing methods and maintain high standards of quality for all processes.
* Support the development of project work plans in-line with relevant project documents and strategy.
* Reviewed quality of all materials at site and ensure compliance to all project specifications and quality and collaborate with department for all material procurement and maintain quality of Follow-up and give tasks to engineers and technicians.
* Followed-up and give tasks to engineers and technicians.
* Assist with employees to ensure knowledge of all quality standards and ensure compliance to all quality manual and procedures and collaborate with contractors and suppliers to maintain quality of all systems.
* Fond the site acquisition.
* Singing contracts with subcontractor make invoices.
* Completed whole civil work and reach the sites to RFP (Ready for power).
* Completed the initial and final acceptance.
* Supervised effective implementation of all test and inspection schedule and ensure adherence to all procedures and coordinate with various teams to perform quality audits on processes.
* Manage lifting of all equipment and handle efficient storage of all hazardous materials and perform quality audits as per required schedule.
* Manage all work methods and maintain knowledge on all quality assurance standards and monitor continuous application for all quality assurance processes and recommend corrective actions for all processes.
* Prepares a variety of procurement-related documents, contracts, communications, guidelines, instructions.

**5- Site Engineer since 1-6-2012 to 1-7-2013:**

**An employee of the Tejan Group:**

**Brief on the project and my Responsibilities:**

* Under the general supervision of the WASH / Shelter Manager , support and supervise construction, maintenance and repair activities as defined by project requirements, technical standards, specifications and other documentation
* Work with wash project specialist to develop innovative solutions to improve water, sanitation, and hygiene conditions in east and north part of Iraq
* Once planning is completed and materials are ready, work side by side with beneficiary families as they implement WASH strategies
* Work closely with Technical Site Engineer in order to implement projects according to relevant local, national and international technical standards
* Support the conducting of site, infrastructure and building surveys with drawings, measurements and photographs.
* Ensure daily monitoring of the quality of construction and the progress of project/works implementation.
* Provide regular updates on progress to supervisors and other team members, including other departments and sectors as appropriate
* Organize procurement documents for needed materials and services
* Take responsibility of materials once left warehouse to field locations, monitor correct storage and use of materials at sites
* Provide continual expertise throughout implementation till completion of activity
* Provide contextually relevant and effective recommendations for future programing
* Establish worksheets to update records and monitor activities

**6- Site Engineer since 1/5/2011 till 15/5/2012:**

**Assigned in Al-Nafitha Company for General construction:**

**Brief on the project and my Responsibilities:**

* Manage the implementation of large damage evaluation, infrastructure or reconstruction project
* Support and supervise construction, maintenance and repair activities as defined by project requirements, technical standards, specifications and other documentations such As BoQs and drawings
* Review all surveys, field investigations, designs, drawings and specifications, recommending any changes needed to provide more cost-effective solutions, and approving the design, drawings and changes in the specification
* Maintain close liaison with the beneficiary and other relevant agencies including the consultation bureau , other government and regional authorities and, local stakeholders
* Measure the Works agreeing and certifying interim and final payment certificates for submission to the beneficiary
* Assess and, where appropriate, make recommendations on applications for extension of time, claims for additional payment and other contractual disputes issuing site instructions, variation orders, provisional sum orders and day works orders, as appropriate
* Monitor the Contractor’s laboratory testing and carrying out Independent testing as required
* Check and approve the Contractor’s working and “as built” drawings
* Ensure that the construction methods as proposed by the Contractor comply with the requirements of the approved MP, including implementation of the Environmental Monitoring Plan
* Advise the team work on all matters concerning implementation of the Contracts including quality control, work progress, implementation issues, and arbitration or litigation etc.
* Support works of infrastructure and building surveys with drawings, measurements and photographs according to the specifications
* Ensure daily implantation of the planned works and monitoring of the quality of construction and the progress of schedules
* Provide regular updates on progress to project manager and share issues and problems with technical specialists

**7- Site Engineer since 22/7/2010 till 15/4/2011:**

**Assigned in Al-Aqram Company for General construction:**

**Brief on the project and my Responsibilities:**

* Provide overall technical assistance to the project, from their planning to their implementation and monitoring
* Supervise work by contractors and/or direct implementation
* Responsible to ensure that effective implementation, monitoring and supervision tools are developed and implemented
* Responsible to ensure effective quality control systems are in place and contractor and engineering consultancy companies work in compliance with technical specifications and quality standards
* Monitor and evaluate performance of service providers
* Ensure all technical inputs and cost estimates related to the construction components are accurate, timely provided and included in the project proposals and budgets.
* Support the Supply section in all tender exercises for the procurement of construction and consultancy services.
* Take responsibility for overall progress and use of resources.
* Identify and manage risks and initiate corrective action where necessary, so that maximum benefit to client and stakeholders is achieved.
* Prepare interim - final project and handover reports and maintain the relevant project records.
* Manage project budgets, cash flow and obligations to ensure that deliverables are met and payments to contractors and personnel are received on time
* BoQ drafting , and Writing legal and legislative drafts of contracts ,

## Computer Skills:

* Excellent in Microsoft Office Application (Word, PowerPoint, Excel , Visio )
* Excellent in Microsoft outlook
* Excellent in AutoCAD
* Working on STAADPRO For design and analysis
* Working on ETABS and SAP2000 For design and analysis

## Language Capability:

* Arabic ( fluent )
* English (Very Good )

## Certifications

* DARIN GROUP CERTIFIED FOR CONSTRUCTIONS
* Sap2000 and ETABS for design and analysis
* PMP Exam Preparation Course and Earned
* Advanced security in the field / UNDSS
* Preparing and responding to active shooter incidents / UNDSS
* Basic security in the field II / UNDSS
* Human resources manager capacity development / UNPAN
* Information security Awareness Additional / UNDSS
* Information security Awareness Advanced / UNDSS

## Training Courses

* Strategy development meeting presentation
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* WASH Cluster Humanitarian Response Planning Workshop
* Iraq M&E Project Workshop with OFDA & FFP Partners

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