

Curriculum Vitae

Name: NOOR GHANIM YOUNIS AL-ALAF

Nationality: Iraqi

Gender: Female

Address: Iraq / Mosel

Language: Arabic-native-, English-very good-, Kurdish –little-

Contact Information's

Email; noor.alalaf93@gmail.com

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Profile:

An experienced civil engineer with a strong background in construction work and coordination needed to finish any project of the highest quality, least time and zero lost time injury.

Personal Skills:

- Ability to produce high quality documents suitable for works need.
- Excellent organizational skills.
- Good knowledge of Microsoft Office and Windows-based computer application.
- Good written, verbal and presentation skills, particularly the ability to communicate in a multidisciplinary project context
- Good organizational skills and the ability to prioritize and completed delegated tasks appropriately.
- Strong ability to work as a member of a diverse, dynamic team.
- Passionate and possess initiatives to solve site issues and able to work as a team. Possess good communication skills.
- Good attention to detail.
- Ability to work independently but follow specific detailed instructions.

Education:

Bachelor's Degree in Science Engineering from Northern Technical University of Mosel

Specialization: Building and Constructions

Graduation Year: 2018– 2019

Work Experience's

Position: Site Engineer assistant

Period :(September 2019 – January 2020)

References

Project Manager: Eng. Yasser Salim

Mobile: 07701619951

Company Name and locations: Sarab al Hadith / West Mosel

Responsibilities:

- Assist the Project Management Organization in the coordination and development.
- Attend internal and external meetings when required.
- Compile as-build documentation.
- Coordinate and match project activities with relevant departments internally.
- Ensuring continuous optimization of processes.
- Document management system and Project Archive system.
- Arrange and take part in QA and HS audits and visits for client and subcontractors.
- Distribution of duties to workers (35-50) and follow-up work as planned.
- Writing daily reports and monitor on active projects (welding, excavation, shaping, fitting, etc.).
- Communicate with all workers and Forman and provide the necessary support.
- Record attendance for the staff and supervise salary distributions.

Position: QA/QC Engineer assistant

Period :(May – Juley) 2020

References

Project Manager: Eng. Sabah Mohamed Noory

Mobile: 07740855920

Company Name and locations: Toor Senaa Co. / Mosel

Responsibilities:

- Help in Establish and manage the Project Quality Assurance processes including audits, reviews, etc., in order to ensure that project objectives are met.
- Help in preparation and revision of Company QA / QC Procedures.
- Help in develop Quality management plan.
- Provides early feedback to the Team Leader on any issues, potential delays or interface problems.
- Help in coordinate quality inspections and testing with contractor and sub-contractor.
- Inspect/review product material, quality and testing to ensure compliance with Code, Standards and Specifications.
- Completing and endorsing all inspection records from initial inspection till final acceptance.
- To coordinate with the QA/QC ENG., Supervisors, Foreman, Workers and Project Manager regarding the Site.

Position: Site Engineer assistant
Period :(August 2020 – February 2021)
References

Project Manager: Eng. Abdullah Hanoon

Mobile: 07716893791

**Company Name and locations: Al-fityan Company sub-contractor with the UNDP,
Ninawa University –West Mosel_**

Responsibilities:

- **Manage, design, develop, create and maintain small-scale through to large-scale construction projects in a safe, timely and sustainable manner.**
- **Conduct on site investigations and analyze data (maps, reports, tests, drawings and other).**
- **Carry out technical and feasibility studies and draw up blueprints that satisfy technical specifications.**
- **Assess potential risks, materials and costs.**
- **Provide advice and resolve creatively any emerging problems/deficiencies.**
- **Oversee and mentor staff and liaise with a variety of stakeholders.**
- **Handle over the resulting structures and services for use.**
- **Monitor progress and compile reports in project status.**
- **Manage budget and purchase equipment/materials .**

Position: HSE and IT

Period :(March 2021 – june 2021) **References**

Project Manager: Eng. mohamed al-sultan Mobile: +964 771 902 1124

**Company Name and locations: Smart Engineering Group sub-contractor with the UNDP,
Ibn- alathaer hospital**

Responsibilities:

- **I was working at Ibn Al-Atheer Hospital as an occupational safety engineer (HSE), in addition to the administrative work of civil works, the work of IR, Submittal & Report (daily , weekly and monthly)**