

CV

Personal Information:

Name: - Abdul Karim Fazaa Muhammad Hussein

Address: - Tikrit – Salah addin

DOB: - FEB 1ST 1999

Marital Status: Single

Nationality : Iraqi Citizen

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Personal profile

I own Office (Afaq Bureau) for printing and reproduction, and engineering designs for buildings, facilities and estimating quantities construction projects .

I worked with engineers in contracting fields in several companies in the provinces (Salahuddin, Kirkuk , Baghdad , Anbar , Mousel , Basrah) the outlined practical as following:

Always my work was Contacted with foreign companies for get technical and commercial offers in order to apply for the contracting, and continue with them until the completion of the contract or project.

Design companies profiles , Design and prepare BOQ for Projects , Estimation and pricing BOQ, , Prepare Breakdown costs and analysis of prices, Prepare Work progress schedules, Prepare work implementation plan , Preparation quality control plan, Prepare safety plan, Prepare security plan, Implement daily, weekly monthly and annual work report, attending of project meetings with the funding recourses in order to discuss the project conditions, monitor a quality of work according to the specifications and schedule of the project, Audit the Latest Financial Statement and Prepare project payments & Invoices.

I had experience in working with civil society organizations. I have been participated in numerous volunteer works after return of families to Salahuddin province in 2015 Such as food distribution and material aid , cleaning camping's of villages and towns in Salahddin province, organizing the annual accounts and reports of organizations (NGOs) . I worked as focal point of the organizations network in Salahuddin in order to correspondent international organizations for the coordination between two sides, for example: unemployed training center, empower women politically and economically, the fight against forced marriages, women's rights advocate, relief and resettled of IDPs, support of democracy and human rights, strengthen civilsociety.

Education Background:

1999 - 2005 High School /Alalam High School in Salah Addin

Subjects: - Economy , Arabic language, English language, , mathematics, modern history , Geography

2010 - 2014 college of Education – Bachelor in Geography and Master Degree / Tikrit University

Subjects: - Statistics , Administration & Secondary Education , Cartography and Arial photography , Climatology , Geomorphology , Geography of Africa & Australia , Resources Geography ,Population Geography , General Psychology , Educational Psychology , Computers , National Culture , Arabic Language , Geography of Eurasia , countryside Geography , principle of Education , Educational guidance , Development Psychology , Ancient history of Arab land , Population problems , Industry Geography , Agriculture geography , Two American Geography , Cities & Urban Geography ,Method of Research , Geopolitics , Geo-Ideology ,Transportation Geography , Graduation Research , Teaching Practice , Environmental problems ,Measurement and Evaluation

Language: -

Arabic -first language-

English – Good (Reading, Writing and Speaking)

Work Experience and Responsibilities :-

2014 - 2016 Volunteer as Distributor, data collector and filed monitoring for Work with Organizations Net in Saalah al-din and Kirkuk province such as Al-Shirooq Human Org for Youth Care , Countryside Woman Association, Sustainable Development for Humanitarian relief ORG and ICEN Center for Mine Risk Education.

- **The establishment of a poetry evening for girls and honored by outstanding self-financed.**
- **Visit multi areas in Salahddin to evaluate a suffering of the citizens and submit a report to the provincial Council in order to obtain a rapid respond.**
- **Arrange and call the international organizations to visit Baiji IDPs .**
- **Distribution of humanitarian aids conation of food and clothes for the students,orphans and poor, needy families**

- Collect donations of food and household to distribute to the IDPs of Anbar in Alam area 2013/2014.
- Inventory & registration of Salahuddin IDPs in Kirkuk province to get an humanitarian aid respondents.

2012 - 2016 Project officer, Tender Officer and Company Representative of Shams Al-Humam Company (1st Class) for General Contracts , Trade , Oil products , General Transportation , Agricultural product , Engineering Designs and Consults with Specific responsibility .

- Contacted with foreign companies for get technical and commercial offers in order to apply for the contracting, and continue with them until the completion of the contract or project.
- Design and prepare BOQ for Projects , Estimation and pricing BOQ, , Prepare Breakdown costs and analysis of prices, Prepare project budget payments and Invoices.
- Design company profile, Prepare Work progress schedules, Prepare work implementation plan,, Preparation quality control plan, Prepare safety plan, Prepare security plan, Implement daily work report, weekly and monthly and annual quarter Report.
- Attend project meetings with the funding of the project and discuss the conditions of the project , monitor a quality of work according to the specifications and schedule of the project, Audit Latest Audited Financial Statement.
- More than 31 projects has been done under my supervise , I am ready to send you all projects with focal point each one .

2013 - 2014 Data entrance with high legation for Elections

- I worked as (Data entrance to electors , collecting information , data analysis , data verifications , diagnosis , send information and data to HQ .

Skills:

A – software :-

Microsoft Office power point

Microsoft Office Excel
Microsoft Office Word
Photoshop design
Hardware Maintenance
Application Developing
System Administration
Software Maintenance
Internet Applications

B – activities

- very fast text printing (Arabic & English)
 - specialist with computer maintenance (desktop and laptop , system formatting , re setup windows such xp windows , windows 7 , windows 8 , windows 9 , windows 10)
 - good programming for internet system , networks and computers share .
 - all printers maintenance)
 - work without subordinate or guide
 - Maintenance and reprehensive the Computers of working GIS Geography Information System .
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