

Curriculum Vitae

Personal Information

Name : Mohammed Khalil Ibrahim

Nationality : Iraqi

Sex : Male

Marital Status : Married

Address : Iraq- Baghdad

Cell Phone : +964-7815781433

Email : mohammedkaleel1984@gmail.com

Education

. B.Sc. in Building and Construction Engineering – Water and Dams Engineering
Branch – Morning Study – 2006/ 2007 University of Technology - Baghdad -
Iraq.

Languages

Arabic : Mother tongue

English: Very good

France: Fair

Computer Skills

- AutoCAD (2D)
- Microsoft office programs.
- Microsoft Project

Work Experience

1- From Feb 2023 till Now (FTK Manager at SIM company)

- Participation on technical site surveys
- Checking TSSR, permit and detail design drawings
- Checking of acquisition and permitting issues
- Checking permit design & detailed design drawings
- Prepare individual lease contracts for new base stations
- Negotiate with Lessors, Authorities, Municipalities on the details of lease contracts and permits the sites
- Prepare modification of lease contracts
- Prepare site documentation and reports
- Keep databases updated
- Create order forms regarding acquisition works
- Follow up site acquisition agents' work
- Support the colocation process
- Process management
- Provides status reports
- Cooperation with Legal and Finance Director and Team of FTK Towers

2- From Feb 2019 till 31-12-2022 (Project Officer with UNDP / (Anbar,Salahaldeen and Dyala)).

- Create a data base for all Housing rehabilitation projects, update them weekly, and add new projects, where the direct manager can easily follow the percentage of completion of projects, in addition to this, follow up on the financial Payment and dates of submission and pay.
- Ensuring daily and regular monitoring of UNDP- FFIS interventions in operational areas (in close consultations and guidance from UNDP- FFIS Team with timely and daily

reporting on monitoring results).

- Verifying the beneficiary list on daily basis through conducting face to face interviews, planned tasks, and reporting on issues or discrepancies shared by the beneficiaries for timely resolution of problems.
- Daily monitoring and quality assurance on all of UNDP-FFISs interventions to ensure that all beneficiaries from the various activities are receiving their benefits. Specifically, beneficiaries from CfW and SBGs activities.
- Maintaining information records on the delivery of supplies to end-users (i.e., tracking of contracted supplies from warehouse to the end user, identifying any delays, bottle necks and undelivered supplies).
- Liaising with cooperating partners and internal counterparts to gather feedback and comments to support programme reviews and improve services.

- Receiving and collecting comments and feedback from projects' beneficiaries, and cooperating partners to support identifying programmatic issues with a view to fostering efficient operations.
- Providing knowledge and guidance to the UNDP-FFIS contracted partners in the field on the operational practices and monitoring methods set by UNDP-FFIS to support them in the monitoring of the fulfillment of tasks by the selected beneficiaries and to contribute to the visibility of UNDP-FFIS representation in the coverage areas
- Preparing field mission reports to document projects' implementation.
- Reporting on key emerging issues arising from field monitoring, any social issues affecting vulnerable people and selected beneficiaries in general; and young girls and women in particular and/or any other related issues in the field.
- Conducting any special assignments required by the management in regards to quick assessments, and in-depth analyses of specific case/s.
- Attending regular meetings between Field Monitors and UNDP-FFIS/Livelihoods Team or Programme Staff for direct feedback/ discussion (Frequency to be determined with the UNDP- FFIS Country Office).
- Respond to queries arising from Program unit and review committees related to BOQs and technical specifications.
- To supervise all locations of building and provide updates, recommendation to UNDP accordingly:

- 1- Follow up and oversee of civil and CFW projects including over site and verification of rehabilitation civil, electrical works at site preparation and execution of the Works against the provided approved sketch and bill of quantities within the set time frame.
- 2- Evaluate, check and verify Contractor's measurements on Site.
 - Construction Inspection including inspection of materials, equipment's to be installed.
 - Materials/equipment provided by the Contractor meets accepted requirement and standards.
 - Discuss site issues with the Contractor and responsible engineer and promptly report back to UNDP Program Officer if a problem arises that requires UNDP input.
 - Ensure effective and efficient implementation of the project actions and the operations of the outcomes.
- 3- Checks and certify substantial construction progress/ completion and the corresponding payments, Advice UNDP to withhold payment for any work which has been rejected or any work which is not in compliance with the contract documents.
 - Maintain project construction/rehabilitation records and issue correspondence, certificates, notices and instructions on behalf of UNDP to the contractor as may be required by the provisions of the construction contract documents.
 - Advice UNDP on the value of the works at the date of termination, in the event of the termination of the contract.
 - Assist UNDP as expert witness in litigation arising from the development or construction of the project and in bearings before various approving and regulatory agencies.
 - Ensure that the Contractor maintain safety on Site and clean the site after the completion of the rehabilitation work.
 - Issue certificates of Substantial Completion in coordination with UNDP and the contractor.

2- From June 2017 till Feb 2019 (Shelter Officer with Human Appeal in Mousl area)

- Manage the shelter assistants on daily basis for the cash for shelter, Sealing off- kits distribution, QIPS and RHU projects.
- Taking the responsibility to run the field activities and identify the field team needs.
- Contribute to design and develop the Bill of quantity, timeline of project.
- Develop and periodically update a suitable shelter approach for the Operation, taking into consideration area-based multi-sectoral approaches, age and gender, culture, climate, environmental protection and the availability of local resources, including materials, and capacities and existing infrastructure.
- Carry out comprehensive sectoral needs assessments while liaising with other relevant sectors such as protection, programme, community services, WASH, administration and supply. Engage with the relevant stakeholders to ensure that the beneficiary selection process priorities the shelter needs of the most vulnerable Persons of Concern are addressed.
- Contribute to the development of shelter strategies and periodically review them to reflect evolving situations and ensure alignment with national and global level policies and guidelines including: the Global Compact on Refugees, Sustainable Development Goals, Relevant Global Strategies and Policies.
- Provide shelter responses that are developed in line with the Master Planning Principles and designed to adapt to an area-based approach in implementation.
- Review, identify and monitor shelter programs and initiate responses to address the gaps in collaboration and coordination with key UNHCR technical staff, operational partners and authorities as required.
- Ensure that due consideration is given to standards in other relevant sectors such as water and sanitation, infrastructure for reception, education and health so that implementation is synchronized and coordinated.
- Enforce the adherence of technical elements to standards that reflect UNHCR and other international minimum standards and implementation within budgetary requirements for all shelter and infrastructure works.
- Establish clear guidance and detailed standards for coordinated shelter assessments, specific to the operational context in line with emergency standards and long-term durable shelter solutions.
- Monitor and follow up the design and construction works to confirm these are approved by the relevant authorities, technically sound, supplemented with accurate drawings, detailed BOQs and specifications.
- Provide technical information on the SIP (settlement information portal), and ensure shelter dashboards are populated with relevant data, prepare mission reports and debrief..
- Ensure correct measurements of completion of works according to the plans approved by the Technical Team Leader.
- Registration of all NFIs in and out in coordination with warehouse assistant.
- In collaboration with Shelter assistant, Conduct door to door visits to the households and correctly fill project related forms and questionnaires.
- Liaise with the Database Officer and HLP Officer for proper and efficient archiving of the project technical documents.
- Responsible for shelter staff timesheet and payments in coordination with Shelter team Leader, Finance unit and shelter technical assistants assistant.
- Prepare regular and timely updates and reports for line manager as needed.

3- from Jan. 2013 till June 2017 Quantity Surveyor & QA Engineer at Iraqi Red Crescent Society (IRCS).

- Preparing BOQ to rehabilitate the buildings of the Iraqi Red Crescent Society
- Preparing BOQ for the daily clinics project in Babylon, and then supervising the implementation of the project
- Preparing BOQ for the maternity hospital project in Kut affiliated with the Iraqi Red Crescent Society and supervising the implementation of the project.
- Rehabilitation the IRCS hospital (Patient rooms, operating rooms and infrastructure according to the specifications of the Ministry of Health)
- Build clinic tent in the IDPs camps in Hassan shah camp& in khazer camp
- Evaluate the damaged of IRCS buildings in Al Mousl and Calculating quantities and making a BOQ
- Distribute food baskets in al doz saba albor ,Hassan shah camp, khazer
- Urgent response to the necessary needs of IDPs such as shelters, tents, food, potable water and first aid.
- Conduct orientations to the IPDs to be aware about the circumstances of their camps.
- Conduct field survey to collect the proper information about numbers and needs of Internally Displaced People (IDPs)
- Build shelters in the IDPs camps in Sinjar.
- Supply IDPs with medical and first aid intervention.
- Conduct field survey for the damaged of people houses caused from the Explosions in al doz

4- from June 2012 until Jan. 2013 Assistant Sale engineer & Admin in EMCO Engineering Company.

5- from May 2011 until June 2012 Quantity Surveyor & Payment check in State Commission for Housing /Ministry of Construction and Housing:-

- Technical audit for contractor payment request for completed works in project
- Late fines and deductions it
- Audit the variation order and including it in payment

6- From July 2008 until May 2011 State Commission for Housing /Ministry of Construction and Housing.QA engineer at Resident engineer office for Al- Jihad Housing complex Project (167 Units) and Al- Saydia Housing complex Project (49 Units):-

- Constructs of 167 houses completion and finishing services
- Constructs of the roads and walkways of the complex.
- Constructs the sewer system of the complex

Training & other courses

- Training in (project management professional, MS project, Procurement & Logistics, GBV, Prevention of Sexual Exploitation and Abuse, Code of Conduct, Social Media Policy,VEPT Security training, Action Center Leadership Program)