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# Nada Said

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Qatar, Doha

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## SUMMARY

A motivated professional with a background in order handling, IT support, construction drafting, project handovers, and quality surveying. Skilled in managing complex tasks, ensuring quality standards, and collaborating with multidisciplinary teams to meet project goals. Proficient in using various software and tools to deliver high-quality work. Fluent in English and Arabic, with strong communication and organizational skills.

## WORK EXPERIENCE

### **ABB L.L.C (Position: Order handling / sales supporter)**

**(Jun 2024 – Current)**

- Receive and process purchase orders, oversee manufacturing at the factory, and track progress to ensure timely fulfillment.
- Manage delivery logistics to customers and governmental organizations, including warehouse operations and obtaining signatures on delivery notes.
- Coordinate with inspectors and engineers to ensure all products meet strict quality standards and specifications outlined in purchase orders.
- Supporting the sales team by scheduling meetings, organizing sales events, and coordinating logistics for client interactions.
- Keeping track of stock levels, coordinating with supply chain or logistics teams to ensure timely delivery of products, and managing inventory-related queries.
- Handling the documents and the pre qualifications.

### **Carrefour (Position: IT Department intern)**

**(April 2024 – Jun 2024)**

- Assisted in troubleshooting and resolving variety of hardware and software issues, ensuring minimal downtime for store operations.
- Provided comprehensive support for both Windows and Linux operating systems, enhancing the efficiency of the IT infrastructure.
- Participated in network maintenance and system upgrades, contributing to improved network performance and security.

### **BOOM construction co. (Position: Handing over and Drafting)**

**(Jun 2021 – Jun 2023)**

- Managed handovers for multiple construction projects, ensuring all deliverables met quality standards and client expectations.
- Developed detailed drafts and blueprints using AutoCAD and 3D Max, reducing design errors and accelerating project timelines.
- Collaborated with project teams to ensure compliance with building codes and regulations, facilitating smooth project execution.
- Effectively communicated with stakeholders to maintain alignment with project goals and timelines.

### **AL-BAWAKIR construction co. (Position: Quality Surveyor)**

**(Jan 2021 – Jun 2021)**

- Conducted cost analysis and prepared detailed project estimates, supporting accurate budgeting and financial planning.
- Monitored project expenditures, providing financial oversight to ensure adherence to budget constraints and cost-effectiveness.
- Worked closely with contractors and suppliers to ensure accurate project costing and maintained strong relationships.

## **EDUCATION**

**Diploma in Telecommunication and Network Engineering Technology from Doha University for Science and Technology department**

(Graduation date: May 2024)

## **PERSONAL SKILLS**

- Experienced in troubleshooting providing support for Windows and Linux operating systems, as well as conducting network maintenance and system upgrades.
- Effective communicator with the ability to work seamlessly with multidisciplinary teams and stakeholders to facilitate project success.
- Strong project management skills with the ability to multitask and prioritize assignments
- Strong problem-solving skills with the ability to analyze complex situations, identify issues, and implement effective solutions

**Language:**            1. English – Fluent            2. Arabic – Fluent