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**Nada Said**   
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**SUMMARY**

Qatar, Doha

Motivated and detail-oriented professional with expertise in document management, IT support, and construction project coordination. Skilled at managing complex tasks, maintaining high-quality standards, and collaborating with multidisciplinary teams to meet project objectives. Fluent in English and Arabic, with strong organizational and communication abilities. Proficient in industry-standard software and tools, supporting efficient project execution and documentation processes.

**WORK EXPERIENCE**

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

**(Jun 2024 – Current)**

* Processed and managed purchase orders, overseeing manufacturing and tracking progress to ensure timely fulfillment.
* Handled logistics for deliveries, coordinated with inspectors, and secured necessary approvals on delivery documentation.
* Supported the sales team by organizing meetings, managing events, and coordinating client engagements.
* Maintained documentation and managed prequalification processes, ensuring compliance with client and regulatory standards.

**Carrefour (Position: IT Department intern) (April 2024 – Jun 2024)**

* Resolved hardware and software issues with a 90% first-call resolution rate, minimizing downtime.
* Provided IT support for Windows and Linux systems, enhancing system reliability.
* Assisted in network maintenance and participated in system upgrades, contributing to improved network performance.

**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 drawings 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 executions.
* Ejectively communicated with stakeholders to maintain alignment with project goals and Timelines.

**AL-BAWAKIR construction co. (Position: Quantity 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**

**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 and Strong problem-solving skills with the ability to analyze complex situations, identify issues, and implement Effective Solutions.

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