

# WALA'A HUSSEIN AL-KAMIL

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Hay Al zohor, Manawi pasha, Basra, Iraq | Female | +964 (0) 7837467053 | [walaahussein613@gmail.com](mailto:walaahussein613@gmail.com)



## Education

**MSC, ELECTRICAL AND ELCTRONIC ENGINEERING | 2019 | UNIVERSITY OF MALAYSIA UTHM .**

## Skills & Abilities

### PERSONAL

- Management Skills.
- Communication Skills.
- Mobile Marketing Skills.
- Problem Solving.
- Planning Skills.
- Computer service and maintenance.
- Internet and network installation.

### I.T

- Office Programs (Word - Excel - PowerPoint - FrontPage)
- Networking Protocols and Device Programming.
- Database management with MySQL.
- Autodesk AutoCAD designer (2D, 3D) modeling and rendering.
- Web Designer.
- Technical Knowledge.
- Getting and analyzing reports from 1st line specialists about their day activity.
- Programming Languages.

### CERTIFICATIONS

- Laboratory Safety.

### LANGAUGE

- Arabic
- English

## Experience

**LECTURER AT IRAQ UNIVERSITY COLLEGE | JAN 2013**

**PROCUREMENT ADMIN | VISION CA CAYA. | JUN 2019 – JUL 2019**

. Management of the official website of the company, change its design, design the invoices, po, reportes, respond to emails to customers, pricing of chemicals, non-chemical and heavy equipment's.

**HSE DEPARTMENT | SOUTH LIGHT COMPANY FOR GENERAL CONTRACTS|AUG 2016 – JUL2018**

**PROCUREMENT SPECIALIST | AL SHALAL AL AZRAQ GROUP | NOV 2014 – APR 2015**

· Specialist procurement

I have extensive experience in the following areas

- 1 - Materials and various specialties, whether related to mechanic·electricity or civil
- 2 - knowledge of local markets and the available local or international brands, whether on the scale of the province of Basra or the rest of the provinces
3. Knowledge in concluding contracts with vendors
- 4 - extensive knowledge in the management of the procurement department, whether at the administrative or technical level

**PROCUREMENT OFFICER | OROK GLOBAL CO. | SPT 2013 – OCT 2014**

1. Receive the (ROP) from the users
2. Contact suppliers and request quotations from them
3. Choose the right display
4. Prepare the purchase order (PO)
5. Collection of invoices by the supplier
6. Check and compare invoices with purchase orders
7. Send to accounts to close open loans