



LUBNA AKOUR

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Summary

Electrical Procurement/Estimation Engineer Experienced with all stages of Electrical construction projects with seven years of experience. A highly oriented in handling and managing all procurements aspects, ensuring seamless operations and timely delivery of materials and equipment using ERP Oracle NetSuite. Issuing submittals of materials for approval MAR's besides evaluating all subcontract agreements. Skilled electrical estimator in reviewing and preparing accurate estimates for a diverse range of clients and projects. Estimate the electrical & ELV works of (MV/LV) Switchboards, 11 KV cables, Lighting fixtures, power ACC, Earthing, CBS, Fire Alarm, and ELV systems (CCTV, ACS, AV, Gate Barriers, IPTV, Active & passive components). I had experience as an Electrical site engineer coordinating the electrical aspects of electrical works. Proficient network design engineer in FTTP/FTTN and fiber Technologies. In addition to a master's degree in electrical engineering, I have Strong background in project management and customer relations.

Core Skills

- Oracle Netsuit -procurement software.
- CCNA
- Microsoft office
- implementing designs Autocad, PVSYS, SKETCHUP
- DIALUX
- Mentoring & Coordinator.
- TOT
- TOFEL english Test
- Have a driving license
- Sales Technics
- Procurement
- Subcontracts agreements
- Shipping and Custom Clearance

Experience

Procurement and Estimation Engineer

Issa Haddadin & Partners Co – Construction Company and MEP works located in Amman, Jordan. July 2023- Dec 2024

- Study project deliverables (BOQ, Specifications and Drawings) to determine material requirement.
- Vendor Evaluation to identify and qualify vendors based on quality, cost, and reliability.
- Issue RFQ to various vendor's & RFP to subcontractor's. outlining the specifications and requirements for products or services needed.
- Receive and analyze quotations from vendors/Subcontractors and preparing comparison statements for competitive prices & terms of deliveries to find better alternatives and materials concerning quality and lower cost aligned with budget constraints and quality standards..
- Lead negotiations with suppliers to secure advantageous contract terms and conditions.
- Issue submittal of material for approval request MAR .
- Ordering material Oracle NetSuite ERP transaction. Ensure timely completion of Procurement Cycle (PR-PO)
- Collaborate with the planning engineer to insure the project execution schedule prioritizes MARs and PO's in line with the scheduled time frame.
- Effectively manage suppliers & Subcontractors to meet quality, service, delivery, cost, risk mitigation, and supplier capabilities to meet requirements.
- Compliance all the time accuracy, company policy, procedures, and code of conduct for sourcing of materials and services.
- Serve as the point of contact between engineering departments and suppliers to clarify technical specifications or resolve issues.
- Administering contract management and agreements, ensuring they meet both short-term needs and long-term strategic goals.
- Align work with tendering department to prepare tendering cost sheet by studying bids and sending RFQ, maintain best price matching with requirements, pricing all electrical bills.

Estimation Engineer

Hussien Atieh & Sons Co – A General Contractor in the fields of Buildings, Electro-mechanic, Water, Sewage, Water and Wastewater Treatment Plants, Concrete, Bridges, and Tunnels , MEP works.
November 2021 – January 2023

- Determining the scope of the project, reviewing preliminary data and deliverables such as proposal specifications and drawings, as well as attending pre-bid meetings, etc. to determine the scope of work and required contents of the estimate before a project sets-off
- Attend the site visits, Meeting with clients to specify the project requirements.
- Assess the cost-effectiveness of products, projects, or services, tracking actual costs relative to bids as the project develops.
- Consult with clients, vendors, personnel in other departments, or construction foremen to discuss and formulate estimates and resolve issues.
- Estimate the electrical & ELV works of (MV/LV) Switchboards, 11 KV cables, Lighting fixtures, power ACC, Earthing, CBS, Fire Alarm, and ELV systems (CCTV, ACS, AV, Gate Barriers, IPTV, Active &passive components)

- Prepare estimates used by management for purposes such as planning, organizing, scheduling work, and bid analysis
- Prepare estimates for use in selecting vendors or subcontractors.
- Responsible for preparing and assembling bids and proposals for various contract types

Estimation Engineer

Wakileh Contracting – Wakileh Contracting was established in Amman back in 1991, specialized in Wastewater Treatment Plants & Equipment. June 2021 – Oct 2021

- Prepare cost estimates for electrical projects, bid projects, preparing portions of contract proposal estimates.
- Communicate with clients, vendors, engineers, architects, building officials, owners, contractors and subcontractors.
- Estimate the electrical & ELV works of (MV/LV) Switchboards, 11 KV cables, Lighting fixtures, power ACC, Earthing, CBS, Fire Alarm, and ELV systems (CCTV, ACS, AV, Gate Barriers, IPTV, Active & passive components)

Network Design Engineer

Efiniti Telecommunication Servics – efiniti is an Australian owned company with a history of over 12 years of Telecommunications Industry success. Sep 2020 – April 2021

- Design engineer of copper and fibre network, FTTP/FTTN expansion, broadband expansion
- Plan, design, execute and troubleshoot the network infrastructure with creative solutions for continuous improvement.

Electrical Site Engineer

Gerasa for general contracting - is a local Jordanian establishment specialized Implementation of constructions, general maintenance, electrical installations, design, interior and exterior decorations. 2019-2020

- Supervised all contractor work to ensure compliance with client requirements and ensure goals are met every day of a project.
- Supervised the electrical installation of First Fix, 2ND Fix and Third Fix of 99 NOS of Residential buildings.
- Coordinate with MEP works & ensuring project packages meet agreed specifications.
- Maintained all safety and quality control project standards.
- Verified premium quality of all project construction materials.
- Documented and submitted all conducted work reports to clients.

Teacher Assistant

Yarmouk University - It is a public Jordanian university located in the city of Irbid in northern Jordan.
2017-2018

- Taught fundamental of circuits lab to undergraduate students
- Holding exams and monitoring
- All under supervision of Dr

Education

- **Master degree in Electrical Power Engineer** - Yarmouk University - 2017-2020 (Very Good)
- **Bachelor degree in Electrical Engineering / Power and Control** - Jordan university of science and technology - 2011 - 2016 (Good)

Additional Skills

- AutoCAD
- C++
- PSIM
- PIC
- Matlab
- OrCAD
- Arduino
- Microsoft office

Training and Certificates

- Electrical engineer Internship, Irbid District Electricity Company LTD, May 26, 2016 -July 18, 2016
- Electrical Wiring Training, Light core center, Sep 01, 2015-Sep 19, 2015
- Electrical engineer Internship, Ministry of housing and public work, sep 13,2017 - sep 12,2018
- PV System, Engineers Syndicate, 2019
- Arduino Course, shaymaa center, 2015
- Delf certificate in french language 2008 2008

