

# CV

## Nizar Najim Othman

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### 1. Personal Information:

Date of Birth	22 March 1973
Nationality	Iraqi
Sex	Male
Address	Flat 28 / Building 10 / Goyzha City 2 / Kaziwa Sector / Suleimaniyah, Iraq
Residence Tel/ No.	+964 770 154 3122
E-Mail Address	<a href="mailto:nizar_najim@yahoo.com">nizar_najim@yahoo.com</a> , <a href="mailto:nizar73arch@gmail.com">nizar73arch@gmail.com</a>
Marital status	Married
No. of Children	2
Education	<ul style="list-style-type: none"><li>- M.Sc. in Architecture, 2015, Sulaimani University, Sulaimani, Iraq</li><li>- B.Sc. in Architecture, 1996, Mosul University, Mosul, Iraq</li></ul>
Language and Degree Of proficiency	<ul style="list-style-type: none"><li>- English – (Score: 82 in TOEFL iBT)</li><li>- Arabic - Excellent (both oral and written)</li><li>- Kurdish – Native.</li><li>- Turkish – Reading and Understanding</li></ul>
Countries of Work Experience	Iraq – Jordan - Turkey
Membership in Professional Societies	<ul style="list-style-type: none"><li>- Iraqi Engineers Union, Baghdad, Iraq</li><li>- Kurdistan Engineers Union, Sulaiman, Iraq</li></ul>

### 2. Work Experiences:

1st October 2015 -  
Up to Now

**Assistant Lecturer**  
**ARCHITECTURE ENGINEERING DEPARTMENT**  
**FACULTY OF ENGINEERING-ISHIK UNIVERSITY**  
**Sulaimani, Iraq**  
[Nizar.najim@ishik.edu.iq](mailto:Nizar.najim@ishik.edu.iq)

1. Provide lectures in the following classes:
  - Basic Design I & II
  - Architectural Graphics I & II
  - Free-hand Drawing I, II, & III
  - Perspective Drawing
  - History of Architecture I
2. Department Instructor.
3. Head of Department Exam Committee.
4. Jury member.

22nd February 2012 –  
1st January 2017

**Authorized Manager**  
**POINT Consultant Engineering Bureau**  
**Flat No. 06 / 4<sup>th</sup> Floor / Salim Street, Naznaz Building**  
**Sulaimani, Iraq**

1. Provide Consultancy in different Engineering disciplines.
2. Prepare design and drawings for private and public Projects.
3. Provide supervision of project construction.
4. Provide training courses in Computer Programs.
5. Provide training in Project Management.

15<sup>th</sup> July 2005 -  
31<sup>st</sup> July 2014

**Project Architect, Design Office**  
**FDC – TEPE JV**  
**Design & Construction of Sulaimani University New Campus**  
**Qilyasan**  
**Sulaimani, Iraq**  
[nothman@tepeinsaat.com.tr](mailto:nothman@tepeinsaat.com.tr)  
[www.tepeconstruction.com](http://www.tepeconstruction.com)

1. Material approvals: preparing submittal documents, negotiation with CL, keeping an up to date log of the approved material, and reporting the approvals to HO.
2. Maintaining a show room for the approved materials, update the inventory of the materials in case of a new item approved.
3. Maintaining regular meetings with CL and Consultants to discuss the project progress, drafting the minutes of the meetings and publishing them.
4. Following up official arrangements for constructional material in the laboratory for testing purposes, and receiving testing reports, filing them, etc.
5. Maintain & follow up a special log for drawing submittals, keeping achieve of commented drawings.
6. Following up daily reports from the site in order to report to HO.
7. Gathering information from department chiefs and site engineers regarding the progress percentages of the construction for the purpose of preparing the monthly report and reporting to HO.
8. Undertake regular site visits to take progress photos.
9. Continuous coordination with the CL and the consultants.
10. As a member of handing over committee, coordinating with the special committee from MOHE, participating in all related meetings, and providing all necessary documentation in terms of drawings and material approvals.
11. Coordination between the Design Office staff and undertake responsibilities in the absence of the chief.
12. Undertake other tasks whenever required in the absence of the chiefs such as; Chief of Design Office and Office Manager

1<sup>st</sup> March 2005 -  
15<sup>th</sup> July 2005

**Architect, Coordinator**  
**Federal development & Contracting Company FDC**  
**39 Mamostaian St. 3**  
**Qazi Mohammed Sec. 110**  
**Sulaimani, Iraq**  
[nizar.najim@federaldc.com](mailto:nizar.najim@federaldc.com)  
[www.federaldc.com](http://www.federaldc.com)

Performing the following duties:

1. Participating in the preparation of an alternative Master Plan of Suleimani University New campus (SUC Project).
2. Participating in the Preparation of the Master Plan of Koya University.
3. Participation in the preparation of the Master Plan of the American University in Suleimani (AUIS).
4. Member of the Consultant team of the 400 beds Hospital Project in Suleimani / Iraq.
5. Design and supervising the renovation of the Guesthouse of the FDC Company.
6. Participating in all preliminary meetings of the SUC project.

16<sup>th</sup> June 2004-  
1<sup>st</sup> March 2005

**Teaching Staff**  
**College of Engineering, Architecture Department**  
**University of Suleimaniyah**  
**Suleimaniyah, Iraq**

Assisting in the following lectures:

7. Architectural Design.
8. Principles of Architecture.
9. Free hand drawing.
10. Working Drawings.
11. History of Architecture.

1<sup>st</sup> January 2004  
31<sup>st</sup> March 2004

**Senior Finance / Admin Assistant, UNESCO  
Amman / Jordan**

Re-arranging and preparing full documents (Administration & Financial) of UNESCO activities in Suleimani Governorates under SCR986 program (Oil for Food) in both secondary & Higher Education sectors, for auditing purposes.

1<sup>st</sup> August 1998 –  
31<sup>st</sup> December 2003

**Senior Finance / Admin Assistant, UNESCO  
Suleimaniyah, Northern Iraq**

1. Preparing payment and receipt vouchers, ensuring that all supporting documents are intact and signatures are fixed. Processing payrolls, allowances, overtimes, and other entitlements for national staff.
2. Reviewing payment requests and supporting documents to ensure completeness of supporting documents accuracy of calculations, proper charge of codes and obligations and ensuring that there is no double payment.
3. Entering Data related to payments/receipts into the established database and submit pertinent information when needed.
4. Maintaining financial records and cost estimate and participate in budget preparation, projection and analyses when required.
5. Counting and testing cash received for the office transactions and report.
6. Maintaining the cash book on daily bases and updating it after each payment/receipt.
7. Maintaining an adequate and systematic filing system on finance, administration and inventory control system.
8. Drafting contracts on the 2.2% expenditures, including SSA contracts, contracts renewal and amendment for locally recruited staff, ensuring that the obligation numbers and budget codes are properly fixed. Keeping an up to date record of staff status
9. Assisting in the preparation of and/or review of contracts on the 13% expenditures.
10. Processing leave applications, maintaining balance sheets and attendance reports for all staff.
11. Maintaining and updating files, data, & records for both national and international staff.
12. Supervising other administrative office staff (drivers & Clerical staff) and ensuring that they perform their functions efficiently and effectively.
13. Processing all recruitment procedures of all staff categories.
14. Performing other duties when required by the Head of Unit.

22<sup>nd</sup> November 1996 –  
31<sup>st</sup> July 1998

**Teaching Staff  
College of Engineering, Building Construction Department  
University of Suleimaniyah  
Suleimaniyah, Iraq**

Assisting in the following lectures:

1. Engineering Drawings for the first stages both Building Construction & Irrigation departments.
2. Descriptive Geometry for the first stages both Building Construction & Irrigation departments.
3. Working Drawings for the second stage, Irrigation department.
4. Architectural Design for the second stage, Building Construction department.

November 1997 -  
February 1998

**Architect, CBU (Consultant Engineering Bureau)  
College of Engineering, University of Suleimaniyah  
Suleimaniyah, Iraq**

Undertaking the following Designs and drawings:

1. Architectural Design & Working Drawings of staff houses for Districts.
2. Architectural Design & Working Drawings of staff houses for Villages.
3. Architectural Design & Working Drawings of Health Centers for Districts.
4. Architectural Design & Working Drawings of Health Centers for Villages.
5. Architectural Design & Working Drawings of 6-Classrooms Schools.
6. Undertake the Working Drawings of 12 projects using AutoCAD (12-Classroom School, Slaughter House, Veterinary Center, Sheep Dip ...etc.)

March 1998 -  
July 1998

**Architect, KARRO  
University of Suleimaniyah  
Suleimaniyah, Iraq**

Undertaking the following project:

1. Renovation of the Cultural Center of Suleimaniyah University.
2. Architectural Design and Working Drawings of the Student Hostel at Kalar District (the construction of this project have been implemented later by Habitat).

February 1998 -  
March 1998

**AutoCAD Trainer  
Future Knowledge Computer Center  
Suleimaniyah, Iraq**

1. Training course of 15 days for an elite of 12 Heads and Dean of different Engineering Departments in Suleimaniyah Governorate.
2. Training course of 15 days for an elite of 12 Engineers from different Engineering Departments in Suleimaniyah Governorate.

Note:

The above mentioned training courses were the first trial in its type to generalize the AutoCAD system in the Governorate.

May 1997 -  
October 1997

**Department Chief Architect, Architecture department  
KURDS (Local NGO)  
Suleimaniyah, Iraq**

1. Undertake the Architectural design of some projects.
2. Monitor, Supervise and assist in the preparation of the requested maps.

### **3. Training, Conferences & Workshops:**

10<sup>th</sup> - 12<sup>th</sup> June 2013

**MEED's Kurdistan Projects Conference  
Rotana Hotel, Erbil, Iraq**

7<sup>th</sup> April 2011

**Computer Training Course  
University of Sulaimani**

23<sup>rd</sup> – 25<sup>th</sup> Sep. 2010

**Iraqi Public Sector Modernization Program  
The First National Workshop for Modernizing the Educational Sector  
Management in Iraq  
By UNESCO & Unicef with Support of the European Union  
Saad Abdullah Palace for Conferences, Erbil, Iraq**