FARAH MANSOUR

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PROFILE

Results-driven professional with over five years of experience in tendering, contract administration and document control, combined with solid exposure to operational support functions. Coordinates tender submissions, manages contractual documentation and maintains accurate, confidential records in line with company procedures and client requirements. Skilled in preparing operational summaries and procurement documentation and in supporting HR and administrative activities. Works well under pressure, manages multiple deadlines and collaborates across multi-disciplinary teams to support operational efficiency and business objectives.

EDUCATION

Bachelor's Degree in Geology, College of Science, Salahaddin University-Erbil 2019 - 2020
High School Diploma, Nahrin High School, Erbil-Ankawa 2014 - 2015

SKILLS

Expertise	Tender management, Contract administration, Contract review, Document control, Compliance, Operations support, Translation (English, Arabic, Kurdish)
Software	Odoo ERP, Microsoft Excel, Word and PowerPoint, QuickBooks, Phenix
Languages	Arabic (native), Assyrian (native), English (advanced), Kurdish (advanced), Turkish (very good)
Soft Skills	Communication, Teamwork, Problem solving, Time management, Multitasking, Adaptability

EXPERIENCE

Tendering & Contracts Manager Jan 2025 - Jul 2026
Petrogates Oil Field Services Ltd. *Erbil, on-site*

- Prepared, reviewed and submitted tenders, bids and proposals in compliance with client, legal and company requirements.
- Analyzed RFPs, RFQs and ITTs to identify technical, commercial and contractual obligations.
- Coordinated with technical, finance, procurement, legal and operations teams to collect accurate tender inputs.
- Managed tender schedules and ensured timely, complete and accurate submissions.
- Coordinated project activities, schedules and resources to meet project milestones.
- Used Odoo ERP to manage tender, contract and document workflows.
- Identified project risks and proposed solutions to keep operations and tender outcomes on track.
- Drafted, reviewed and negotiated contracts, subcontracts and service agreements.
- Ensured contract compliance with company policies, applicable laws and regulatory standards.
- Monitored contract performance, milestones and deliverables to ensure obligations were met.
- Maintained organized records for tenders, contracts, amendments and variations.
- Liaised with clients, consultants, suppliers and subcontractors to support project execution and tendering.

Senior Tendering Officer & Document Controller Feb 2023 - Jan 2025
Advisors General Holding LLC *Erbil, on-site*

- Managed end-to-end coordination of tender documentation from receipt to final submission.
- Organized, classified and controlled all tender, contract and project documents according to company procedures.

- Tracked document revisions, approvals and distribution so only current versions were in use.
- Liaised with engineering, commercial and procurement teams to compile complete tender packages.
- Maintained document control registers, master lists and tender tracking logs.
- Prepared document transmittals, submission indexes and tender checklists.
- Safeguarded confidential information and maintained access control to sensitive documents.
- Assisted management with reporting, audits and document handover during tender and contract stages.

Supervisor and Documentation to Homeroom Teacher Aug 2021 - Jan 2023
Marqardakh International School *Erbil*

- Supervised daily classroom and school activities to keep a safe, organized learning environment.
- Prepared, organized and maintained academic and administrative documentation for homeroom teachers.
- Monitored student attendance, behavior and performance, reporting to teachers and school management.
- Prepared reports and records on student progress, incidents and classroom activities.
- Coordinated communication between homeroom teachers, administration and parents.
- Ensured accurate filing and confidentiality of student records.

Assistant Casting Director Aug 2020 - Mar 2021
My Family Wins Project, MBC *Erbil*

- Worked with directors to understand casting needs, then sourced and auditioned actors for roles.
- Scheduled and coordinated audition sessions, callbacks and screen tests.
- Maintained actor databases and records and liaised with agents and talent agencies.
- Assisted in final casting decisions and ensured compliance with union regulations and casting protocols.

REFERENCES

Available upon request.