

# Curriculum vitae

## PERSONAL INFORMATION

### Snezana Rafailovic



📍 Milana Rakica 12, 11000 Belgrade (Serbia)

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✉️ rafsn69@gmail.com

🌐 <https://snezanarafailovic.crevado.com/> <https://rs.linkedin.com/in/snezana-rafailovic-33616081>

💬 Skype snele69

## POSITION

### Civil engineering technician

## WORK EXPERIENCE

15/06/2017–Present

#### Civil engineering technician

POWER COMM, Belgrade (Serbia)

- Design and drawing of drawings and calculations for electricity facilities.
- Establishing and maintaining contacts with other people involved in the making of the project
- Conducting multiple tasks, setting priorities, time management, coordination and willingness to work under pressure

15/11/2015–14/06/2017

#### Civil engineering technician

FREELANCE, Belgrade (Serbia)

- Detailed elaboration of project documentation, drawing and working out the details.
- Conducting multiple tasks, setting priorities, time management, coordination and willingness to work under pressure.

01/08/2014–14/11/2015

#### Civil engineering technician

ENERGOPROJECT ENTEL, Doha (Qatar)

- Detailed elaboration of project documentation, drawing and working out the details
- Taking orders from the higher management and distributing them throughout the team
- Helped in different activities to solving problem and scheduling
- Completed multi-tasks simultaneously and helped the supervisor to minimize workload
- Communicated with a supervisor if there any problem
- Establishing and maintaining contacts with other people involved in the making of the project
- Conducting multiple tasks, setting priorities, time management, coordination and willingness to work under pressure

01/01/2001–30/07/2014

#### Civil engineering technician

D.V. ENGINEERING, Belgrade (Serbia)

- Detailed elaboration of project documentation, drawing and working out the details
- Conducting multiple tasks, setting priorities, time management, coordination and willingness to work under pressure
- Daily organization and control activities, in order to avoid delays in execution
- Controls construction at different facilities, harmonization and constant contact with the client
- Participation in all phases of design and timeliness same endings
- Establishing and maintaining contacts with other people involved in the making of the project
- Managing more construction technicians, ensuring that the construction department is technically supported at all times

01/06/1989–31/12/2000

**Civil engineering technician**

ENERGOPROJECT Urbanism and architecture a.d., Belgrade (Serbia)

- Detailed elaboration of project documentation, drawing and working out the details
- Meetings and communications professional teams
- Communicating with all the departments regarding the technical issues and resolving them as soon as possible
- Able to handle multi tasks simultaneously and willingness to work under pressure
- Participation in all phases of design and timeliness same endings

**EDUCATION AND TRAINING**

01/09/1983–15/06/1987

**Technician for hydro civil engineering**

EQF level 4

School for the shipping and shipbuilding hydro technical, Belgrade (Serbia)

[Related document\(s\): Rafailovic Snezana- diploma.pdf](#)**PERSONAL SKILLS**

Mother tongue(s) Serbian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	A2	B1	A2	A2	B2
Certificate(English) Certificate (English)					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

I'm now to work on perfecting the language and of everything that is needed.

**Communicationskills**

- Detailed elaboration of project documentation, drawing and working out the details
- Knowledge of programs for the design and drafting
- Good technical skill, good at managing time and deadlines
- Participate in all phases of the project and the tendency towards teamwork
- The ability of independent decision making and taking quick decisions, identify and analyze problems and finds creative and sustainable solutions
- The good perception, good spatial ability, creativity and sense of aesthetics
- Able to handle multi tasks simultaneously and willingness to work under pressure
- Communicating with all the departments regarding the technical issues and resolving them as soon as possible
- Reliability, precision, accuracy, diligence, perseverance, decision-makingskills

**Organisational/ managerialskills**

- Producing project detailed drawings of Formwork and Concrete Reinforcement for a variety of building construction (high-rise buildings, sports buildings, housing and many others buildings).
- Energy objects and objects Transport of electricity and gas, using the ACAD and other Autodesk's software (good knowledge of a common CAD program).
- Drafting specifications for details reinforcement BBS -Bar Bending Schedule
- The quality control of drawings and specifications BBS understanding the structural the formwork and reinforcement drawings.

- The preparation of the work plan, coordination, and cooperation of the project team in the implementation phase of the project.
- I participate in the preparation of major projects, planning, and scheduling of project deadlines and ensuring the quality of work project.
- Checking the results of the project in regular weekly and monthly reporting on project status.
- Monitoring the quality of the works performed during construction and quality control of the works performed in accordance with the requirements of the client (Project supervision).
- I was helping the project leader in various activities, such as monitoring and meetings.
- Compile closeout documents at the end of all projects on behalf of the client.
- I have a knowledge and ability to interpret drawings and specifications.
- I worked all the other relevant duties at the request of the Heads of the team.

## Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital skills - Self-assessment grid

Certificate Auto Cad
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AutoCAD (I'm working in CAD 2018 and now I'm upgrading Autodesk Revit),  
 MS Office (Word, Excel, PowerPoint, FrontPage, Access ),  
 Corel Draw, Adobe Photoshop, Internet Explorer, Mozilla Firefox

## Other skills

- I like to travel, I like to see new things. I love to read, running, aerobics (Pilates), long walks.
- I am interested in the movie, music, nature, theater (Opera and Ballet).
- Of course, it all depends on the job, this is the main thing because it allows and finances everything else that I love. I'm interested in everything that affects the quality and way of life. I think that is positive. I love being informed of everything, not just locally, but wider because of we part of the world.

## Driving licence

B

## ADDITIONAL INFORMATION

## Projects

[Related document\(s\):](#) Reference list of projects Snezana Rafailovic.pdf

## ANNEXES

- Cover Letter -Snezana Rafailovic.pdf
- Reference list of projects SnezanaRafailovic.pdf
- Rafailovic Snezana- diploma.pdf
- Snezana Rafailovic Employment Certificate.pdf

## Cover Letter -Snezana Rafailovic

Dear,

My name is Snezana Rafailovic from Belgrade, Serbia.

I am a Civil engineering technician with more than 28 years of experience in Civil Engineering, with work in Architecture and Structural and the last few years objects for Transport of electricity and gas.

I'm very flexible about where I will work and I'm open to exploring new opportunities.

Here is a description of my experience.

I worked in private company "D.V. Engineering" in Belgrade, 14 years, before that in the company Energoprojekt Urbanism and architecture from Belgrade, Serbia, 11 years. The last few years I have worked in Energoprojekt Entel in Doha, Qatar and in Power Comm in Belgrade. Both companies they work objects for Energy and Transport of electricity. My work experience has very different and long. I work objects for Civil Design and Energy and Transport of electricity.

I'm Civil engineering technician with experience in the design of large buildings in Serbia and abroad (Vietnam, Qatar, Russia, Montenegro, Slovenia, Bosnia and Herzegovina).

As a construction technician, I gained experience on numerous projects (preliminary, main and constructional design). I have been working on different types of projects. From high-rise buildings I was working on the following projects: Residential and business building, Sports Halls, Museums, Hospitals, Hotels, Aqua Park, Embassies, Banks, etc...

From objects for Energy and Transport of electricity and gas I was working on the following projects:

Associated Facilities At Refinery Centrifugal Type Air Compressor Packages, Design For The Modifications To Various Pipelines And Pipe Supports, Design Pumping Station, Pipeline route drawing ( gas pipeline), Design Substation, Design Thrust block Details, etc. I mention this because all these objects have different design technology and implementation.

However, I think that experience and work in different areas and different standards can help me a lot.

I feel as though I'm ready for another stage in my career.

I like what I do, but I am looking for a job that offers greater responsibilities and challenges. I would love the opportunity to work at a place where I can make an impact on a wider part of the organization. I'd also like to continue to grow and learn in this field, and take on some new tasks—ones I haven't had the opportunity to tackle in my current role and thus provide a needed contribution to the employer and at the same time to complement my professional experience.

I am a communicative person, successfully organize different work activities.

I gladly launch the initiative in business and realize tasks even when they are not explained in detail.

If I fulfill requirements professionally and if you are interested in considering my position, I have specified the area for which I am intrigued but I am open to considering other opportunities.

Please let me know if there is any additional information that I can provide.

My Resume, Cover Letter, and the list of projects with Recommendations are in an attachment.

I would welcome the opportunity to further you discuss my skills for the position, which suits my profile.

Thank you for your consideration.

I'm available for all the necessary information. I look forward to hearing from you.

Kind regards,  
Snezana Rafailovic

Phone: +381 11 2411707; Mobile: +381 62 27 28 69

E-mail address: rafs69@gmail.com , Skype : snele69

<https://rs.linkedin.com/in/snezana-rafailovic-33616081>

Portfolio of my work <https://snezanarafailovic.crevado.com/>

## Reference list of projects Snezana Rafailovic

### Reference list of projects

Snežana Rafailović, Construction Technician

<https://rs.linkedin.com/in/snezana-rafailovic-33616081>

Address: Milana Rakica 12, Belgrade 11000, Serbia

Phone : +381 11 2411707

Mobile : +381 62 27 28 69

E-mail: rafs69@gmail.com

Skype: snele69

ENERGOPROJECT ENTEL Ltd, Doha, Qatar

Civil Designer of work processes for the following projects:

- Epic Of Three (3) Centrifugal Type Air Compressor Packages, Two(2)- Air Dryer Packages And Associated Facilities At Qp Refinery, Mesaieed
- Epic Of Road Upgrade From Ksds To Khuff E/G And Gr Plant Within Dukhan Fields
- Oil Engineering And Procurement Services
- Design & Engineering For The Modifications To Various Pipelines And Pipe Supports Within Dukhan
- Epic Of Water Storage Tanks, Pumping Station And Chlorination Building In Dukhan Fields
- Puss For Khalid Cement
- Feed For Replacement Of Crude Transfer Lines At Dukhan
- Road Upgrade From Zekreet Interchange To Ministry Of Education Office - Beautification And Junction Widening For Access Road To Beach House In Dukhan Fields
- Terminal Extension Project - 33kv Substations
- Epic Of Road Upgrade To Manifolds Within Dukhan Fields
- Feed For Replacement Of Diesel Engine Driven Air Compressor
- Feed For Upgradation Of Propane Truck Loading System In NFL Plant, Mesaieed
- Epic Of Road Upgrade From Jdgs To Cluster 1 Within Dukhan Fields
- Transmission Pipelines Associated With New Desalination Plant Raf A2 & Other Pipe Works
- Epic For Conversion Of 11kv Substation To 33/1kv At Accommodation Complex At Halul
- Epic For Expansion Of Rotating Equipment Workshop At Rg Plant In Dukhan Fields
- Epic For New Khuff Well Dkg-31 Flowlines Connections
- Epic For Permanent Pigging Facilities In The Khuff Gas Line To Whtp At Dukhan Fields
- Detailed Design & Engineering For Power Supply To Khalid Cement Factory
- Epic For Mechanical Pcr's Within Dukhan Fields
- Design, Engineering, Supply, Installation, Testing And Commissioning Of 33 Kv/6.6kv Sub. Including 2x30mva Transformer At Qncc Umm Bab And Tie In To Km 132/33kv Um Bab Substation
- Epic Of Road Upgrade From Ksds To Khuff E/G And Gr Plant Within Dukhan Field
- Epic Of Road Upgrade To Fire Training Ground, Heritage Building New Lay Bay Within Dukhan Fields
- Gabbro Terminal Expansion Project - Documentation Review- Flsmidth Wadgassen
- Feed For New Crude Oil Storage Tanks At Km And Jaleha
- Epic Of Laydown Area For Gas Recycling Plant In Dukhan Fields
- Gabbro Terminal Expansion Project - 11kv Cable Rerouting
- Feed For Extension Of Manifolds At Jaleha, Fs & Km ds
- Epic For Mitigation Of Burn Pits And Demolition Of Redundant Pipelines & Telecom Repeater Station
- Design Revalidation For Cdd Pit Construction At Station-W1
- Epic For Replacement Of Nfis Instrument Air Package – Dukhan
- Epic For Decommissioning And Removal Of 12 Inch Mppl & 13km Of 30 Inch Gas Pipelines

### RECOMMENDATION OF THE EMPLOYER IN ATTACHMENT E-MAIL

## Reference list of projects

Snežana Rafailović, Construction Technician

D.V. ENGINEERING, Jurija Gagarina 33a, 11070 New Belgrade,

### Serbia Domestic projects

1. Mortuary On Cemetery - Bezanija, Belgrade - 8000 m2
2. Manufacture hall, Petrovac on Mlava, 800 m2
3. Apartment buildings - Sports center bloc 39 Cerak, Belgrade 10000 m2
4. Apartment and busi buildings, Karaburma, Belgrade 15000 m2
5. Apartment buildings Bulevar JA, Pozarevacka 34, Prote Mateje 22-24, Gvozdiceva 18, Stanka Vraza - 10000 m2
6. Sport Hall Indjija - 8000 m2
7. Museum " Leslend " Slankamen - 2500 m2
8. Creating a project as construction, water tank 1000V3- Podkuk, Tivat
9. The main construction project pumping station with tank - Konarevo, Kraljevo 10. Hotel Hemel - Zlatibor
11. Main Design Bridge over the River Breznica -

### Pljevlja Foreign projects:

1. Russia - Moskva - Bussiness Building 1500 m2
2. Russia - Irkutsk Hospital complex - 10000 m2
3. Public Administration Building In Tolmin - Slovenia - 4000 m2
4. Hotel Splendid, Becici, Montenegro 70000 m2
5. Aqua water "AQUA CITY ", Bjeljina - Bosnia and Herzegovina -12000 m2

### Recommendation of the employer:

#### Contact Information

Mr. VLADIMIR DEJANOVIC, D.V. ENGINEERING, OWNER AND LEAD CIVIL/STRUCTURAL ENGINEER

Address : Jurija Gagarina 33a, New Belgrade  
11070, Serbia Phone : +381 11 3181 776  
Mobile : +381 64 612-47-05  
E-mail : deniv48@gmail.com  
Skype : Vladimir.dejanovic48

ENERGOPROJECT Energoprojekt Urbanism and architecture, Bul Mihaila Pupina 12,

### 11070 Belgrade, Serbia Domestic projects:

1. McDonald's Restaurants In Nis, Zrenjanin, Belgrade
2. McDonald's Administration Building Fob Yugoslavia
3. Chinese Embassy In New Belgrade
4. Petrol Station In Valjevo
5. Sports Hall With Business Building Igalo - 9000 m2

### Foreign projects:

6. Russia - Volgograd - Krasnoarmeisk Back (Built Up) - 11000 m2
7. Russia - Volgograd - Business Building - Komiz - 2000 m2
8. Russia - Sochi - Multi-Purpose Hall - 5000 m2
9. Vietnam - Hanoi - Apartment Business Tower "West Lake International" - 25000 m2

### Recommendation of the employer:

#### Contact Information

Mr. VLADIMIR DEJANOVIC, ENGINEER - STRUCTURAL DESIGN OF DIFFERENT BUILDINGS AND MATERIALS  
Energoprojekt Energoprojekt Urbanism and architecture, Bul Mihaila Pupina 12, 11070 Belgrade, Serbia,

Address : Jurija Gagarina 33a, New Belgrade 11070,  
Serbia Phone : +381 11 3181 776  
Mobile : +381 64 612-47-05  
E-mail : deniv48@gmail.com  
Skype : Vladimir.dejanovic48

## Rafailovic Snezana- diploma



**Vesna Stanković**  
Court Translator for English Language  
Belgrade, Tel: 3223-698

\*\*\*\*\*  
Certified Translation from the Serbian Language  
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[Emblem]

SOCIALIST REPUBLIC OF SERBIA

SCHOOL FOR SHIPPING, SHIPBUILDING AND  
WATERWAY CIVIL ENGINEERING IN BELGRADE

Reg. number: 1245

Admin. Number: 1236/144 /1987

By Decree No. 022-114/83-08 of 1984, Republic  
Committee for Education and Physical Education,  
it has been established that this educational  
organization fulfills proscribed requirements for  
performing its activity

**DIPLOMA**  
of acquired vocational qualification

**Rafailović Snežana**

daughter of Živorad, born 1 March 1969 in Belgrade, Municipality of Savski venac,  
Socialist Republic of Serbia, citizen of SFRY, at School for Shipping, Shipbuilding and  
Waterway Civil Engineering, Belgrade, ACQUIRED THE FOURTH VOCATIONAL  
QUALIFICATION DEGREE, PROFESSION: technician for waterway civil engineering,  
VOCATION: civil engineering.

In Belgrade,  
8 June 1987

[Round seal reading: Socialist  
Republic of Serbia, BELGRADE,  
SCHOOL  
FOR SHIPPING,  
SHIPBUILDING AND  
WATERWAY CIVIL  
ENGINEERING, emblem]

Director  
[signature illegible]

\*\*\*\*\* end of translation \*\*\*\*\*

Belgrade, 3 June 2014



I hereby certify that the foregoing English translation  
corresponds fully to the original composed in Serbian language.

*Vesna Stanković*  
**Vesna Stanković**, Sworn Court Translator for English Language  
appointed by the Decision of the Minister of Justice of the Republic of  
Serbia, Belgrade, No. 740-06-00238/95-18



## Snezana Rafailovic Employment Certificate



OUR REF: EPE-GEN/2017/195

DATE: 27<sup>th</sup> February, 2017

To whom it may concern,

This is to confirm that Snezana Rafailovic, worked for us in the Civil Engineering Department at Energoprojekt Entel, Doha, Qatar for 15 months from August 2014 to November 2015. She was involved in a variety of projects dealing with civil engineering.

Ms. Rafailovic multitasks effectively and is able to handle a high-volume workload. Organized and diligent, she quickly learned technology systems and tools that we use in our consulting services. She consistently met or surpassed all weekly business metrics. She was very professional towards all, with a lot of energy, patience and attention to detail. Ms. Rafailovic has ability to work with minimal supervision, enthusiastic embrace of change, and unwavering commitment to exceeding client expectations. We regularly received unsolicited praise from very demanding clientele commending her skills and professionalism. The other team members commented favorably about working with her. She got along well with everyone, pulled her own weight on the projects and had the ability to compromise with other team members.

Accordingly I recommend Snezana Rafailovic for any position in area of her expertise.

Ms. Rafailovic has left our Company due to personal matters. We extend our best wishes to her on her future professional endeavors. I would be happy to furnish additional information if needed.

Yours faithfully,  
for Energoprojekt Entel Ltd.

Momcilo Mrvic  
Regional Director

