



Rania Wehbe

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Civil Engineer

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Deek El Mehdi – El Meten - Lebanon 

Experienced engineer with extensive background in procurement, tenders, cost control, contracts. Results oriented, highly productive, with great negotiation skills

Expertise

Procurement - Cost control - Budgeting - Negotiation - Contract - Purchasing - Teamwork - Verbal and Written Communication

Professional Experience

Budgeting / Cost Control / Procurement Engineer

Matta Spaces – Zouk Mosbeh

May 2018 – March 2017

- Study, analyze and estimate the cost of construction for potential projects.
- Identify requirements, select vendor, negotiate terms and conditions of payments, for ongoing projects.
- Collect on site information regarding expenses, payments to generate cost control.

Projects: Roadster, Zaatar w Zeit in ABC Verdun – Maison Sainte Anne Rabieh – Makarem apartment – Cortas Extension -

Senior Procurement and Contract Engineer

Matta & Associés sal – Zouk Mosbeh

November 2007 – September 2016

- Generate request for quotes, receive the offers and analyses prices to compare best price vs budget.
- Negotiate the prices and term of conditions to reach the target.
- Prepare and issue subcontract agreement for the subcontractor and ensure its implementation on site.
- Participate in ISO audits to study procurement procedures and implement associated process improvements.
- Maintain, evaluate and update the vendor list periodically

Projects: AUBMC – Zeino Towers – Beirut Towers – Ghandour Building – Nini Hospital – Grand Hyatt – Hugo – Roumieh Beit Mery Interchange – 3Beirut – Zalka Baouchrieh Interchange – Bay Tower -

Estimating Engineer

Alfred MATTA & Jacques MATTA - Achrafieh

March 2005 – November 2007

- Receive and study tender documents including conditions of contract, specifications and Tender Conditions
- Developing detailed cost estimates to calculate the total cost of the project.

Site Engineer

Alfred MATTA & Jacques MATTA - Achrafieh

August 2003 - March 2005

- Supervising the construction works to deliver the project on time within the budget cost and in the best quality.

Site Technical Engineer

SNAM General Contractors

September 2001 - August 2003

- Prepare and submit shop drawings, material submittal and follow up to final approval

Site Engineer

Magma Engineering & Contracting - Hazmieh

September 2000 - September 2001

- Execution of the mechanical works in the PTT project as a subcontractor with Abniah

Trainee Site Engineer

Concepts office

June 1998 – August 1998

Administrative and Technical Assistant

Al Tajj Est - Fanar

February 1996 – November 1996

Skills

Computer

Excel – Word – ACAD – Powerpoint

Language

English – French – Arabic - Spanish

Education

Diploma in Civil Engineer - Public Works

Lebanese university - Faculty of Engineering - Branch II - Roumieh Year 2000