



# ASEM ABOUSHABAN



## PROFILE

An Engineering graduate with experiences in construction, administration, and digital marketing.

A detail-oriented individual with exceptional organisational and multi-tasking skill sets.

A quick learner with a creative mind who is willing to explore new fields and adapt to them accordingly

**BIRTH DATE** November 14, 1990



## CONTACT

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## SKILLS

ORGANISATION 

TEAMWORK 

PROBLEM SOLVING 

ATTENTION TO DETAIL 



## SOFTWARE

MICROSOFT OFFICE

AUTOCAD



## EDUCATION

### ● BACHELOR OF SCIENCE // Fall 2008 - Spring 2013

Rafic Hariri University *MECHREF, LEBANON*

Bachelor of Science in **Civil and Environmental Engineering**

### ● HIGHSCHOOL DIPLOMA // Fall 2005 - Spring 2008

United International School *RIYADH, SAUDI ARABIA*

Completed grades 10, 11, & 12 **above 90%**; Ranked First in class



## EXPERIENCE

### ● RAMCO Trading & Contracting // June 2018 - November 2019

Assistant Site Engineer *Beirut, LB*

- Responsible for inputting daily labor working hours for payroll processing
- Submission of material Receiving Forms and site progress reports
- Analyzing structural/architectural plans and performing site inspections
- Quantity Surveying and Shop Drawing tasks

### ● Medical Technology Management // December 2016 - March 2018

Administrative and Consultancy Support *Beirut, LB*

- Data Entry
- Organizing and Compiling files
- Email Communications: Coordinations and Follow-ups

### ● FREELANCE // late 2015 - Early 2016

Assistant Project Manager *Beirut, LB*

- Site supervision work in the facility management sector, making sure everything is done up to standard:  
- Indoor painting, Accessory Installation, Repair

### ● INTERNSHIPS

#### Mindfield Digital // February 2016 - May 2016

Digital Communication Intern *Beirut, LB*

- Social Media Benchmarking (Researching Competition)
- Brainstorming Activation Ideas
- PowerPoint Presentations
- Involved in Setting up Social Media Strategies

#### ACC SAL // November 2014 - December 2014 &

// July 2013 - August 2013

Site Engineer Trainee *Beirut, LB*

#### 360 Engineering // May 2013- June 2013

Site Engineer Trainee *Bchamoun, LB*

- Overseeing the progress of the construction
- Surveying
- Shop drawing



## LANGUAGES

English - Fluent  
Arabic - Native

