

# Hana Zoghbi

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## PERSONAL STATEMENT

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A goal oriented and highly reliable civil engineer with 6 years of experience in Financial and Contracts Management. Wide-ranging expertise particularly in infrastructure projects, Marine Works and Waste Management with a proven ability in analyzing contracts and preparing managerial reports. Seeking to develop my career in an international organization and make a move into management.

## PROFESSIONAL EXPERIENCE:

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Almost 6 years in Engineering Management and Construction Field.

## PROFESSIONAL ACTIVITIES:

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### **ARACO LEBANESE FOR ASPHALT (MAY 2017 – JULY 2020)**

#### **I. Eastern Marina Breakwater and Revetments (Value: 51,244,394.62 USD) May 2017– July 2020**

Direct the project team with financial planning and advising contractual mitigations throughout the project.

##### Achievements:

- Assisted in obtaining addendums and variation orders to the project.
- Created sustainable cash flow balance and averted works delay due to delay of liquidated assets
- Critical analysis of FIDIC requirements that resolved debates with the client resulting in saving resources.
- Achieved zero complaints by liaising with internal and external parties due to special case-by-case handling.
- Successfully obtaining the Hull Machinery and P&I insurance policies after negotiating with the Bank and the insurer.
- Monitor the cash flow and cost control, in addition to preparing interim payments, variation orders and related claims.
- Review with all the parties the conditions of contracts, bill of quantities, specifications, variation orders and subjects to claims.
- Coordinate between the engineering and upper management departments of the projects to insure proper execution of the works, in addition to coordinating with all sub-contractors.

#### **II. Tendering Department – Sep 2016 – Apr 2017**

- Treatment of Municipal Solid Waste Service area: Beirut and Mount Lebanon Landfill – (Value: 169,000,000 USD)  
Assisted in the launching of the project through producing technical optimization reports Achievements:
- Achieved the operator switch overnight without any glitches or unplanned hindrances
- Applied resource management tools to attain 6% saving on labor quantity
- Realized running cost saving of 180,000 USD/year by applying an early morning plan and avoiding Traffic.
- Economic Zone / Tripoli Port - (Value: 20,295,454.55 USD)
- Jeddah Economic City Phase 1 Infrastructure - (Value: 215,205,072 SR)
- Burj Hammoud Sanitary Landfill - (Value: 68,554,590 USD)  
Produced a specific Pricing and Financial management plans Achievements:
- Contributed in obtaining project award after submitting the Commercial offer for the bid

### III. Al-Ghadir Sanitary landfill Phase 1 & 2 (Value: 203,872,215.36 USD) Oct 2016 – Dec 2016

Creating & managing the budgetary and resources allocation plans for the construction and operation of the sanitary landfill and breakwater protection structure Achievements:

- Contributed in obtaining project award after submitting the Commercial offer for the bid
  - Proposed new BOQ conversion and item-swap plans averting unexecuted and unbilled items
  - Introduced proactive budget management strategies and flexible resources management approaches
  - Accomplished additional savings by focusing works in the low tide periods
  - Adapted to changing circumstances, be it financial, resources related or contractual necessities
  - Finished the construction activities 3 month earlier than the set deadline
- Monitor the cash flow and cost control, in addition to preparing interim payments, variation orders and related claims.

### IV. New Waterfront District – Street Infrastructure & Landscape Utilities Sector A&D (Value: 25,500,000 USD) Sep 2014 – Sep 2016

Assisting in Technical and Contractual Management of the project Achievements:

- The construction of 9 infrastructure networks overlapping to cut down cost and time consumed for completion
- Accomplished early project completion with two weeks in advance despite the tight schedule
- Avoided legal conflicts by analyzing the Contract legal documents and proposing the necessary measures
- Reached 20% reduction in heavy equipment need for the project by sharing resources among sites
- Monitor the cash flow and cost control, in addition to preparing interim payments, variation orders and related claims.

### Volunteering Works:

#### • Team Leader – Volunteering – Sep 2020 (On Going)

UN-Habitat X Frontline Engineers – Private Schools Damage Assessment Project post Port Beirut Explosion  
UN-Habitat X Frontline Engineers – Rehabilitation of Historic Heritage Buildings post Port Beirut Explosion

#### • Civil Engineer– Volunteering – Sep 2020

Lebanese Army X Frontline Engineers – Building Damages Assessment Program post Port Beirut Explosion

#### • Team Leader – Volunteering – Aug-Sep 2020

UNDP X Frontline Engineers – Waste and Environmental Impact Assessment of the Beirut Port Explosion

#### • Propaganda Officer – 2014-2017

Member of Donner Sang Compter (DSC) – Propagating blood donations

#### • Participant – 2009

Mowatiniya Project – Giving back to the public and applying the set laws

### EDUCATION

B.E. in Civil Engineering	Beirut Arab University, Beirut (Lebanon)	2014
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### PROFESSIONAL TRAINING

Site Engineer Training	ARC Engineering Contracting, Beirut (Lebanon)	2012
Technical Engineer Training	SOLIDERE, Beirut (Lebanon)	2013
Communication and Interpersonal Skills	M.C.A People Solutions, Beirut (Lebanon)	2015
Time Management	M.C.A People Solutions, Beirut (Lebanon)	2016
Quality Management ISO 9001:2008	JCC, Beirut (Lebanon)	2016
Project Management	Order of Engineers, Beirut (Lebanon)	2016

Advanced Project Management	ADVISORS, Beirut (Lebanon)	2017
Contracts Management	Order of Engineers, Beirut (Lebanon)	2017
Quality Management ISO 9001:2015	JCC, Beirut (Lebanon)	2018
Construction Management	Order of Engineers, Beirut (Lebanon)	2018

## KEY SKILLS

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### Technical

Pricing and Contractual management

Financial / Commercial Management

Cost, Operation and Technical Management

Project Planning and Optimization

AutoCAD 2D

Project Management Primavera P3/P6

Great MS Office Suite command

ETABS / SAP / ROBOT

### Languages

Arabic: native language

English: CEFR C1

Spanish: CEFR C1

French: CEFR A1

Turkish: CEFR A1

### Personal

Excellent Communicator

Time Management

Enthusiastic Team Player

Problem Solving

Beating Deadlines

## INTERESTS

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Reading is my passion; I spend my free time reading novels. I love getting involved in charity work and I always try to engage in social activities. Sports and fitness are important to me, I make sure I swim and practice yoga on regular basis. I often enjoy going on hiking trips and love to travel every now and then to discover new places and experience new cultures.

## HONOURS AND AWARDS

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1<sup>st</sup> place among projects for applying compulsory learning for children regardless of their age and nationality  
2<sup>nd</sup> place in volleyball – Schools championship 1<sup>st</sup> place in swimming – Schools championship

## MEMBERSHIPS

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Member of the Order of Engineers and Architects / Lebanon

Member of Donner Sang Computer (DSC) that aims to promote blood donations all over Lebanon

## PERSONAL

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D.O.B: October 25, 1991

Marital Status: Single

Nationality: Lebanese / Venezuelan

## REFERENCES

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Available upon request