Hadi Daher

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SKILLS

Problem-solving   ● ● ● ● ○

Teamwork   ● ● ● ● ●

Communication   ● ● ● ● ○

Time management   ● ● ● ● ○

Working under pressure   ● ● ● ● ○

Problem-solving   ● ● ● ● ○

LANGUAGES

Arabic   ● ● ● ● ●

English   ● ● ● ● ○

HARD SKILLS

Microsoft Office
Word, Excel, PowerPoint   ● ● ● ● ●

AutoCAD   ● ● ● ● ○

MS Project   ● ● ● ○ ○

ETABS   ● ● ● ○ ○

SAFE   ● ● ○ ○ ○

REFERENCES

Available upon request

EDUCATION

Bachelor of Engineering in Civil and Environmental Engineering
Phoenicia University
2016 – 2021 | Daoudieh, Lebanon

Lebanese Baccalaureate in General Sciences
Abbassieh Public High-School
2015 – 2016 | Abbassieh, Lebanon

PROFESSIONAL EXPERIENCE

Project Manager Intern
LEADMARK
07/2021 – present | Tyre, Lebanon
- Take meeting notes and maintained weekly trackers
- Assist the project manager in supervising work of team members and tracking overall project progress while monitoring schedules
- Collaborate to develop project management office methodology and documentation to streamline project submission
- Develop project management plans using MS Project
- Estimate quantities for projects

Cashier
Tawfeer International
05/2019 – 03/2021 | Abbassieh, Lebanon
- Stocked store shelves and end-caps with merchandise during down times
- Provided information to customers on products or services
- Balanced cash drawer at beginning and end of each shift
- Trained new retail team members in customer service
- Covered multiple store areas by cross-training in different roles

Site Engineer Trainee
Yamakan Studio
08/2020 – 11/2020 | Tyre, Lebanon
- Conducting site inspections
- Monitored progress and conformance to design specifications
- Maintained full compliance with legal, health, and safety regulations

AWARDS

Football Tournament
2014
- Captained a team of 18 Students
- Participated in several tournaments
- Won Lebanon's football tournament for schools during the year 2013-2014