

Ghazi Flayhan

Address:

Sawfar, Lebanon

Phone:

+961 3 416 203

Email:

flayhanghazi@gmail.com

Objective

As a motivated and driven individual, I am eager to grow and obtain a role that will allow me to enhance my knowledge and advance in my career. With my background education in Civil Engineering and my combination of project and site management, procurement, and project estimation experience, I have accrued a multitude of skills that have made me an asset and the individual I am today.

Education

- **Lebanese American University** – (January 2016 – December 2020)
 - B.E. in Civil Engineering – ABET Accredited
- **Saint Anthony's college** – (2012 – 2015)
 - High School Diploma

Experience

- **Alghanim International – Kuwait** (April 2021 – August 2021)
 - **Remote Internship** from Lebanon under Patrick Abdelhay Consulting Engineers (PACE)
 - Administered ongoing daily activities on-site of BBAC Disaster Recovery Center – Baakline, Lebanon
 - Reported to the consultant on any issues faced
 - Prepared weekly site reports for all finished activities
 - Overlooked the progress of finishing activities such as mechanical cladding, painting, and doors and glass partitions installation
 - Analyzed and understood various contract types
 - Coordinated between consultant and contractor on all necessary changes
 - Improved interpersonal skills while dealing with subcontractors and workers
 - Ensured ongoing project schedule was accurate and up to date
 - Took minutes in weekly meetings between contractors, consultants, and architect
- **MAN Enterprise – Beirut** (June 2020 – August 2020)
 - **Internship** – Estimation Department and Procurement Department
 - Gained experience related to obtaining prices from vendors, quotas and contracts done by contractors
 - Learned how to conduct cost and time estimation for projects using technical and general specifications along with structural, architectural, mechanical, and electrical drawings
 - Damage assessment and renovation of various buildings after Beirut August 4 Explosion
 - Placed purchase orders for management approval
 - Prepared bill of quantities and quotations using tender documents
 - Completed quantity take offs for various items in the bill of quantities

- **Civil Engineering Chairperson's office – LAU** (September 2016 – December 2020)
 - **Assistant**
 - Organized and managed documents including confidential exams
 - Delivered documents to different departments and was responsible for the mailbox
- **Flayhan Station-Wardieh – Sawfar** (June 2015 – Present)
 - Managing and helping in running the family business
 - Applied effective means of communication to maintain and grow existing relationships
 - Auditing finances and conducting accounting for daily expenses and revenues
- **Family owned retail shop—Bhamdoun** (June 2012 – Jan 2020)
 - Managed products procurement and pricing
 - Dealt with sales and finances

Skills

- Bilingual proficiency in English and Arabic and advanced proficiency in French.
- Proper data management and project management even under pressure.
- Fast learning and versatile.
- Diligent and hardworking.
- Advanced problem solving and numeracy skills.
- Effective in problem solving and conflict resolution
- Ability to manage, analyse and interpret complex data, before presenting it back based on the overall analysis made.
- Accomplished communication skills both written and verbal, developed through numerous essays and presentations and enhanced public speaking skills.
- Teamwork and team management skills including cooperation, multitasking, and commitment.
- Member of the American Society of Civil Engineers – LAU chapter

Software

- Ability to work with: AutoCad, Autodesk Civil 3D, SAP 2000, 2D Plaxis, GPS-X, Primavera P6, Robot Structural Analysis, H2O Map Water, Capdet Works, Etabs
- Proficiency in all areas of Microsoft Office, including Excel, Word and Powerpoint