



## Summary

I am a fresh graduate civil Engineer after 4 years of studying outside my hometown (Lebanon) in English language. I have studied many civil engineering software that are discussing most sides of designing buildings, in addition to the experiences at site. Moreover, I got several education awards and certificates during my studying life that tribute my achievements. I have also worked in general works at my society. Currently, I have got a Post-graduate Certificate in Digital Marketing after I have worked in this field in Turkey for certain months. The most important sentence in my work is that the "customer is always right" which it means that I will not be perfect and I will still need to improve myself more until every and each one I deal with is satisfied with what I am offering him.

### Abilities and Skills

- ❖ Social Media Manager
- ❖ Hard-Working / Team Work
- ❖ Verbal and Written Communication
- ❖ Customer Service
- ❖ Relationship Management
- ❖ Creative-Thinker
- ❖ Self-Starter
- ❖ Problem-Solving Skills
- ❖ Microsoft Office: Excel, Word, PowerPoint
- ❖ Organizational Skills
- ❖ Easily adopt with new environment
- ❖ Researching Ability
- ❖ Administration

### Languages

- Arabic: Native
- English: Fluent
- Turkish: Basics

### Work Experiences

2019  
(3-months)

2019  
(3-months)

2020  
(4-months)

2020-2021  
(4-months)

2021-Present

#### 1) Site Engineer at Azaam Company for Construction include:

- How to perform construction works effectively between workers and engineers
- How to read Construction Maps
- Dealing and monitoring the different materials that are used during construction process (wood to concrete)
- Calculations required related to stairs, columns, walls, slabs...

#### 2) Civil Designer Engineer with Mohammad Othman (Engineer at Azaam Company of Construction)

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|--------------------|-----------------|
| 1) Revit Structure | 3) STAAD.Prov8i |
| 2) SAP2000         | 4) AutoCAD      |

#### 3) Construction Management Project

- Understanding concepts of managing a whole construction project
- How to divide a team the team in a way that work can be fast and accurate at the same time
- The importance of committing the rules and roles that can make a great difference

#### 4) Social Media Manager in Turkey

- Responsible for more than 10 different channels of social media (business accounts) through optimizing content, marketing and advertising, monitoring trends and competitors
- Using tools for creating videos
- I got valuable information about creating and using websites (Wordpress + Wix + Squarespace+ Weebly)
- Communications: Following messages and comments
- Researching: finding easier technology tools for working
- Reporting and Analyzing

#### 5) Current Job: Administration and Data Entry Paid Volunteer at Huda Zidane Kindergarten with UNICEF/Taawon (2021)

- Project Focal Point / Enter, save, and submit the data as required
- Prepare and print papers and information needed
- Take care of children and help the teachers

## Personal Information

**E-mail:** [Kamel\\_abdo98@hotmail.com](mailto:Kamel_abdo98@hotmail.com)

**Phone:** +961/03535481

**Current Address:** Mashraa Al-hibe, Saïda, Lebanon

**Age:** 24

**Status:** Single

**Nationality:** Palestinian

**Objective:** My objective is to secure challenging and responsible position with my organization. I'm an active person who loves adventures.

## Education and Certificates

- **Lebanese Baccalaureate:** in Life Science / **Graduation Data:** July 2016
- Scholarship from ULYP Institution to study civil Engineering at NEU
- **Bachelor Degree:** in Civil and Environmental engineering Faculty at NEU in Northern Cyprus Total CGPA (3.18/4) / **Graduation Data:** June-2020
- **Post- Graduate Certificate:** Digital Marketing Program from Purdue University (Business Fundamentals, SEO, PPC, Web Analytics, Social Media Marketing)
- Certificate of self-development course
- Duolingo English Test (DET) Certificate
- NEU Certificate of Honor.
- Udemy paid Courses: Revit course / STAAD.Pro course / ILETS course