

Rania Al Rifai

Ksara,lebanon

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I am a successful Interior Designer and a very good experience in Supervising and Monitoring for education with expertise in project life cycles, planning, executing, controlling and closing projects delivering business value and delighting stakeholders.

EDUCATION

2022: Master's Degree Teaching Diploma(undergraduate)

2020:Certified in Security Humanity training from atlas

2020:Certified in PSEA from unicef

2014-2018: Bachelor Degree in Interior Architecture and Design

2016:Certified in Arabisc modeling in 3d models in LIU Projects

2014:Official School of AlFakiha -Lebanese Baccalaureate-Sociology and Economics.

COMPUTER AND OTHER KNOWLEDGE

Very good knowledge in operating system (Windows Server (2008-2012-2016).

Very good knowledge in AutoCAD(1 and 2),3Dmax ,Vray

Good knowledge in MS office (Word, Excel & PowerPoint, Access)

PERSONAL DETAILS

Place & DOB: Beqaa,31/3/1995

Marital status: Single

Nationality: Lebanese.

Languages: Fluent in Arabic (Native speaker), English (very good).

Activities: Drawing ,playing music ,Hiking

EXPERIENCE

September 2014 - March 2016

Part time

- English Teacher at Student Support Center

June 2015-July 2017

Supervisor at Lebanese organisation for studies and training

- And monitoring for more than 6 teachers and more than 100 students

Make daily and weekly report

Prepare activities and programs for teachers and send what problems that i faced

- Communicate with the hot-lines in order to solve any problems that happen in the school or site location

September 2017-November 2018 Assistant Manager at Hicon company for general trading and contracting

- Make daily report
- Make an assessment
- Give appointments for meetings
- Update the news for the manager

November 2019-june 2021

Interior architecture and project manager at Hicon company for trading and contracting.

- AutoCad, Boq, pricing boq ,...etc
- Rebuilding residential ,Salons ,Public places,
- Site visit
 - Planning autocad with circulations and sections , elevations ,cooling and heating ,tiling and ceiling , electric plans and lighting (overall plans), landscaping.
 - 3dmax, photoshop

July 2020-March 2021

Architecture (shelter)at Medair

- Make assessments and survey for all houses that destroyed form the Port explosion
- Work on collector to find the shelter
- Use odk for attendance
- Use survey to get information about the beneficiaries
- Make BOQs for what the houses need to
- repair and become more safe

July 2021-now Dubai

- Project Manager at beon national design
- Follow up with employees and projects
- Work under pressure
- Responsible for the logistical arrangements of meetings, workshops, and other events in collaboration with the logistics department & operations, and other units.

- Ensure to collect all the documents signed and filed including timesheets and pay-slips.
- Prepare employees' work certificates upon request.
- Follow up on the exit administrative procedures, such as exit interviews, documents to be signed, and HR belongings to be handed.
- Maintain and update the HR electronic and hard filing system
- Maintain the confidentiality of all sensitive HR information at all times
- Show flexibility in supporting other field offices when necessary
- Hard worker
- Closely work with team
- Invoices report
- Plan of study for work
- Time Managements
- Good Problem Solving Skills
- Decision-Making
- Strategic vision
- Strong Computer Skills
- Dealing with person who have disabilities
- Good knowledge and communication skills with those person
- Prepare Weekly report
- Prepare Monthly reports
- Deal with BOQ
- Self Motivation

References

Available upon request.