

# ASIA IBRAHIM ABU HLAIWAH

## **Profile:**

Date of Birth: August 10, 1991

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## **Personal Skills:**

Attention to details

Time management

Planning and scheduling

Critical thinking

Leadership

flexible

Problem solving

Decision making

Self-motivated

Ability to work under pressure

Goal oriented

Team player

Strong interpersonal and communication skills

Punctual

Presentable

Excellent reporting skills

Adaptability

## **Personal statement:**

I am an enthusiastic and highly motivated person who has a clear understanding of the role and responsibilities associated with being employee in humanitarian or development fields. I have the ability to provide support for multiple concurrent priorities, and I am able to establish, maintain and develop effective working relationships. I am well-organized, dedicated and ambitious budding professional with excellent attention to detail, and thirst for continuous learning. I am currently looking for a suitable position with an ambitious organization where I will utilize all my experience and knowledge to make a positive impact in people lives.

## **Academic qualifications:**

### **Edinburgh Business School Heriot-Watt University**

**2020 – 2022**

Master in Business administration (MBA) with “Merit” Degree

- Obtain a scholarship from Their World Organization

### **Beirut Arab University**

**2009 – 2014**

Bachelor of Engineering (BE) in Electrical Engineering

## **Trainings and workshops:**

- **Vocational Mentoring with Mercy Corps**
- **Building capacity with UNICEF**
  - Acquiring leadership and motivation skills
  - Time management
  - Communication skills
  - The art of public speaking
- **Emergency management in humanitarian organizations with the International Development Corporation**
- **How to deal with different Characters with the International Development Corporation**

## ASIA IBRAHIM ABU HLAIWAH

### *NGOs experience and volunteering:*

#### **ACA Association (2017-2019)**

Duties held:

- Surveying
- Outreach
- Facilitation
- Polarization
- Humanitarian aid at Syrian camps.
- Volunteer in humanitarian activities with both orphans and activities sectors.

#### **ANERA (2017)**

- Duties held:
- Surveying
- Data entry
- Conducting environmental Awareness sessions.
- Organize various activities and promotional campaigns to encourage the local community on the brand.
- Participate in focus group discussions to evaluate project work.

#### **Private Humanitarian work (2017-2020)**

Fundraising, and providing all kinds of aids (medical, nutritional, financial, activities, and women's empowerment), after making the required surveys and data collection at both Palestinian and Syrian camps.

#### **Volunteer at Ershad & Eslah Association (2010-2011)**

### *Work experience:*

- 1) **Senior Electrical Engineer with Contractor Riad Al Moussa**  
**June 2021 – Present**  
Project: CSO Offices
- 2) **Senior Electrical Engineer with LEC Company**  
**August 2021 – December 2021**  
Project: Safad Hospital
- 3) **Electrical Engineer with Contractor Khalid Al Sarout**  
**October 2020 – Present**  
Projects: Al Shifaa Hospital, Water tank, Warehouse, Residential buildings and shops.
- 4) **Electrical Engineer with Chadad Group**  
**June 2020 – December 2020**  
Project: Construction of residential buildings and shops
- 5) **Senior Electrical Engineer with EBCO BITAR Company**  
**January 2018 – October 2019**  
Project: Residential buildings and shops
- 6) **Electrical Engineer with Al Yaman Company**  
**January 2016 – November 2018**  
Project: Construction of three vocational schools
- 7) **Electrical Engineer Assistant with I' mar Company**  
**2014-2015**  
Project: Construction of residential buildings and shops
- 8) **Electrical Engineer Assistant with Al Jinan Company**  
**2012**  
Project: Construction of residential buildings and shops

# ASIA IBRAHIM ABU HLAIWAH

## **Computer skills:**

Microsoft Office  
Outlook  
AUTOCAD  
Calculux  
Dialux  
P-sim  
PCB Wizard  
Zelio soft  
Ecodial  
MATLAB

## **References:**

Nahed Mansour, Regional  
Health & Livelihood Project  
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## **Main responsibilities:**

- Prepared technical electrical drawings using AUTOCAD (shop drawings, QS and as-built drawings) with detailed notes.
- Preparing method statements, risk assessments, bills, logs, MARS, estimated costs, and executed multiple key clerical duties.
- Ensured that design, construction, installation, or upkeep of products complies with customer requirements and specifications.
- Reporting and Engineering Documentations.
- Tracking and recording the BoQs follow up; quantity and quality control of the material used and work progress.
- Managing visiting contractors and the specialist engineering providers.
- Supervising a team of electricians to perform the daily activities on-site.
- Identifying and solving day to day site related problems.
- Supervised purchased of electrical and mechanical equipment and goods, by direct communication with the suppliers.
- Coordinate with the project team for the implementation of the construction schedule, enhancing processes and solving problems.

## **Private Tutoring**

**October 2014 – June 2022**

### **Duties held:**

- Work with students in all stages (elementary, intermediate and high school) to improve their skills in certain subjects.
- Identify student's individual learning needs.
- Assisting students with projects, assignments, test preparations or other academic tasks.
- Evaluate students' progress and discuss the results with students and/or their parents.
- Making online sessions through Zoom and Teams.

## **Languages:**

Arabic – mother tongue  
English – Fluent

## **Interests**

Social activities, hiking, reading  
and tutoring students.