

Sarah Kattoua

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Profile

Positive, passionate and enthusiastic individual. Dedicated to my workplace is a priority, making sure that I am constantly working to improve our day to day operation. I am capable of working well on my own, highly motivated, and serious about my deadlines. My added value comes at the hardest times, performing efficiently under pressure gives me the opportunity to stand out and prove my presence.

Experience

8/2022 – 11/2022

TRAINEE MECHANICAL ENGINEER, FORWARD CONTRACTING

- Reviews and interprets discipline design drawings and specifications to ensure current revision level and correct technical execution of the work.
- Performs well-defined field engineering assignments primarily involving constructability reviews and the observation of work in progress. Maintains first-level quality assurance to confirm that the installation of all work within my discipline is in accordance with the plans, specifications, and industry standards.

1/2022 – 3/2022

TRAINEE MECHANICAL ENGINEER, CONSULT

- Learn from co-workers, overseeing the design and drawing of mechanical systems within buildings, such as ventilation, air conditioning and fire protection.

3/2021 – 12/2021

DATA ENTRY SPECIALIST, TOTERS

- Upload and update menus of stores on the app.
- Edit item names, prices and categories.
- Meeting the KPI targets for menu uploads while adhering to the content quality

guidelines.

11/2020 – 2/2021

OUTREACH ASSISTANT, LLWB-UNDP

- Efficiently managing to enter a large amount of information of the beneficiaries into excels.
- Make sure documents are properly stored and organized for employees to easily retrieve for later use.
- Organize the distribution of assets to selected beneficiaries and prepare associated reports.

June to October for 2017 till 2021

ADMINISTRATIVE ASSISTANT, LIU

- Advice and apply for new students.
- Proctoring students in entrance exams.
- Worked closely with the accounting department.
- Managing events for new students.
- School visits to introduce our university to Bacc 2 students.

Education

MAKASSED- ABDEL HADI AL DEBES – KASKAS – BT3 IN ARCHITECTURE 2016

Accomplished BT3 with a position 8th on Lebanon in official exams.

LIU – MOUSAITBEH – MS IN MECHANICAL ENGINEERING 2022

In progress

LIU – MOUSAITBEH – BS IN MECHANICAL ENGINEERING 2020

Advanced math and physics material accomplished.

Skills

Fluent in English and Arabic.

Proficient in Autocad, Revit, MS word, PowerPoint, and Excel.

Reference

Upon request.

