



Beirut, Lebanon  
+96171759709

# HABIB BDEIR



hkb09@mail.aub.edu  
[linkedin.com/in/habib-bdeir](https://www.linkedin.com/in/habib-bdeir)

## Summary

A highly organized, independent individual who has completed a Bachelor of Engineering degree in Chemical Engineering at the American University of Beirut and seeking to develop a more comprehensive experience in chemical engineering or related field. Also, someone who is highly committed and detail-oriented would make a valuable addition to the team.

## Education

**Jan 17 – Dec 21      American University of Beirut (AUB), Lebanon**

- Bachelor of Engineering (BE) in Chemical Engineering.

## Work Experience

**Jun 18 – Sep 18      Administration Assistant AUBMC-CCCL, Lebanon**

- Scheduled appointments using Oracle software for new and old patients.
- Answered calls for patient inquiries and support.
- Performed scanning procedure for patients' charts using a PC- Scanner.
- Followed accurately every patient chart to make sure is ready for achieving.
- Performed data entry operations including collecting data, entering it into databases, and maintaining accurate records of valuable information at AUBMC.
- Assisted the reception desk team when they are overworked.

**Jun 19 – Sep 19      Administration Assistant at AUBMC-Children's Heart Center, Lebanon**

- Executed Data entry operation using Excel sheet.
- Updated and enhanced the file system and contact database for patients.
- Performed scanning procedure for patients' charts using a PC- Scanner.
- Assisted the brave heart team at Children's Heart Center.
- Maintained an organized and clean office environment.
- Guided and greeted the patients upon their arrival at the office.

**Dec 21 – April 22      Chemical Engineer at AUBMC-EHSRM, Lebanon**

- Conducted Laboratory inspections checklist.
- Calculated the National Fire Protection Association (NFPA) rating criteria.
- Provided NFPA labels for AUB laboratories based on chemical lists.
- Performed fume hood testing and certification.
- Classified and segregated chemical waste at AUB laboratories.
- Prepared the guidelines for compressed gas uses and handling in laboratories.
- Supported the fire safety inspection team in Architecture building at AUB.
- Inspected facilities, machinery, and safety equipment to identify and prevent any dangers at AUB laboratories.
- Examined employee safety programs and provided recommendations for improvements.

- Provide advice and assistance to sellers and buyers in marketing and purchasing property at the best price and terms.
- Determine clients' demands and financial capabilities to propose appropriate solutions to them.
- Intervene in negotiating processes, advise clients on market circumstances, prices, mortgages, legal requirements, and other connected issues, and ensure transparent and equitable dealing.
- Conduct a comparative market analysis to determine the market value of the property.
- Display and advertise properties to potential buyers.
- Prepare all required documents (contracts, leases, deeds, closing statements, and so on).
- Manage real estate auctions or trades.
- Update and maintain available property listings.
- Collaborate with appraisers, escrow firm, lenders, and house inspectors.
- Build connections among attorneys, mortgage lenders, and contractors.
- Boost real estate sales by using marketing and listing services.

## **Professional Skills**

---

- Leadership
- Negotiation
- Communication
- Good Listening
- Critical Thinking & Problem Solving
- Adaptability & Flexibility
- Decision Making
- Patience
- Time Management

## **Computer Skills**

---

- Aspen HYSYS
- AutoCAD
- LabVIEW
- MATLAB
- Microsoft Office
- Python and Visual Studio (C++)

## **Languages**

---

- Arabic
- English
- French

## **Hobbies**

---

- Basketball
- Biking
- Cars
- Ping-Pong