

# Silva Ghraizi

## Cost Control Engineer

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📍 Aley, Lebanon

### EDUCATION

**Bachelor of Business Accounting with Honors**, American University of Science & Technology - Beirut, Lebanon  
2020 – 2023 | Beirut, Lebanon

### SKILLS

Critical thinking

Result Oriented

Microsoft Dynamics

Strategic Development

Organized & Attentive to Details

#### Oracle ERP

Cost Tracking, manhour monitoring, and project actuals.

#### Oracle Unifier

Workflow management, document retrieval, and project collaboration.

#### NewGen

Invoice processing.

MS Excel, Sharepoint, Power BI

### References

Available upon request

### Profile

Dedicated and results-oriented professional with a strong background in **Sustainable and Renewable Energy** and **Project Coordination**. As an **Accounting Graduate with Honors**, I bring highly analytical and detail-oriented skills to each task, ensuring accuracy under pressure and adherence to tight deadlines. Experienced in major **Oil & Gas** and **Energy Transition** projects, including **ADNOC** and **TenneT**, I am committed to delivering precise reports and driving efficiency and sustainability goals. Seeking an opportunity to leverage my technical, analytical, and project coordination expertise within the energy and infrastructure sectors.

### EXPERIENCE

#### Cost Control Engineer, Petrofac

10/2024 – Present | Dubai, United Arab Emirates

##### Tennet 2GW Offshore Wind Programme Project

- Invoicing for Client
- Updating Actual Cost and Manhours
- Dealing with Subcontracts Commercial Report
- Updating Cashflow
- Handling Billing Register
- Handling the Forecast of Staffing Plan

#### Project Secretary, Petrofac

01/2024 – 10/2024 | Dubai, United Arab Emirates

##### ADNOC Habshan 5 CO2 Recovery and Injection (CRI) Project

- Invoice Coordinator
- Site Visits Coordinator
- Coordinate Meetings
- Distributing Internal Communication/Letters
- Provide the project team with secretarial and administrative support in an effective, accurate, and confidential manner.

#### Accounting Intern, Azadea

10/2023 – 10/2023 | Beirut, Lebanon

- Process booking entries according to procedures so that all transactions are recorded in a timely and accurate manner.
- Process the journal vouchers for company invoices throughout the month.
- Maintain a journal entry for all company transactions.