



**Charline
El jbeily**
Qualified civil engineer

Contacts

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📍 Jbeil, LB

📞 961 76474813

Skills

Project Management

Autocad

Civil 3D

Robot

Site Inspection

Stakeholder Coordination

Construction Progress
Monitoring

Advance Technical Guidance

Languages

English

French

Arabic

Professional summary

Qualified civil engineer with 5 years of experience working in various capacities to complete construction engineering tasks. Expert in directing workflow and concrete works, underground utility installations, green and brownfield project demolition. Manager large projects and team leader skills

Work experience

Sep 2022 –
Apr 2024

Civil engineer

Hammond's company , Tripoli

- Conducted site inspections to monitor construction progress and compliance with engineering standards.
- Collaborated with architects and environmental scientists to develop sustainable building practices in projects.
- Designed and managed construction projects, ensuring compliance with municipal codes in Tripoli.
- Provided technical guidance and support during project phases, contributing to improved engineering methodologies.
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Aug 2020 –
Sep 2022

Civil engineer

Freelance

- Conducted comprehensive site inspections to ensure construction progress adhered to engineering standards and safety regulations.
- Collaborated effectively with architects and environmental scientists to implement and promote sustainable building practices across multiple projects.
- Designed and managed intricate construction projects in Tripoli, ensuring all work complied with local municipal codes and regulations.
- Provided expert technical guidance and support throughout various project phases, leading to enhanced engineering methodologies and processes.
- Scheduled and facilitated project meetings to coordinate between stakeholders, ensuring alignment and timely completion of deliverables.
- Conducted site inspections to monitor construction progress and ensure compliance with engineering standards.
- Collaborated with multidisciplinary teams to integrate sustainable practices into civil engineering projects, enhancing project outcomes.
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Apr 2018 –
Jul 2020

Accounting

Wooden bakery , Jbeil

- Managed financial records for construction projects, ensuring accuracy and compliance with accounting standards.
- Developed and maintained project budgets and forecasts to track financial performance against targets.
- Collaborated with finance teams to ensure timely invoicing and payment processes related to project expenditures.
- Conducted financial analysis and reporting to provide insights on project costs and profitability.

May 2015 – Aug 2018	Civil engineer - Conducted comprehensive site inspections to monitor construction progress and ensure compliance with engineering standards and safety regulations. - Designed and managed intricate construction projects ensuring adherence to local municipal codes and regulations throughout all project phases. - Provided expert technical guidance and support during various project phases, leading to improved engineering methodologies and processes. - Integrated sustainable practices into civil engineering projects by collaborating with multidisciplinary teams, enhancing overall project outcomes.
May 2021 – Oct 2026	Cashier Abeille D'or , Jbeil - Processed customer transactions accurately and efficiently while maintaining a balanced cash drawer. - Provided exceptional customer service, assisting customers with inquiries and resolving issues effectively. - Maintained a clean and organized checkout area, ensuring a pleasant shopping experience for customers. - Trained new cashiers on register operations and customer service best practices. - Managed daily cash reconciliation and reported discrepancies to store management. - Promoted store loyalty programs and upsold products to enhance customer engagement and increase sales. - Assisted customers in locating products, enhancing overall shopping experience and contributing to store satisfaction ratings. - Managed inventory levels at the checkout area by ensuring products were well-stocked and presented neatly for customers. - Handled cash and credit transactions while accurately processing refunds and exchanges to maintain customer trust and satisfaction.
May 2021 – Oct 2025	Sales Abeille D'or , Jbeil - Developing and maintaining strong relationships with customers by understanding their needs and providing tailored solutions. - Effectively conveying information and building rapport with customers. - Organizing and prioritizing tasks to meet deadlines and sales targets. - Addressing customer issues and finding solutions to challenges.
Oct 2025 – Present	Secretary Mouarreke engineer , Jbeil - Managed confidential correspondence and maintained organized records, ensuring accurate information retrieval and supporting regulatory compliance. - Processed vendor invoices and tracked payment schedules, enhancing financial accuracy and ensuring timely supplier relations.

Education

Sep 2014 - May 2015	Diploma science de la vie et de la terre Jbeil
Sep 2015 - May 2019	Licence genie civil Nhar Ibrahim
Sep 2019 - May 2022	Masters genie civil Koura