



Maya Joseph Diab

Objective

I am seeking a challenging position in a reputable agency, ideally in a project team developing large scale designs and projects to further business goals and professional image.

Email Address

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Mobile

+961 71 701115

Personal Info

Address Beirut, Dekwaneh, Slaf Street

Date of Birth 8/9/1993

Marital Status Single

Education

B.A. degree in Interior Architecture – Al Kafaat Univesity, Ain Saadé
2011-2014

Graduated degree in Literature and Humanities – Collège Notre
Dame des Apôtres, Rawda
1996-2011

Work Experience

Quantity Surveyor & Cost Estimation

Nesma & Partners Contracting Co. Ltd, Sin El Fil
August 2014 – May 2018

My job consists of:

- Preparing tender and contract documents, including bills of quantities with the architect and/or the client;
- Managing all costs relating to building and civil engineering projects, from the initial calculations to the final figures; in order to minimise the costs of a project.

Volunteer Work

DPNA – Development for People & Nature Association
2016

A detailed architectural line drawing of a staircase, showing the steps, railings, and structural elements in a perspective view. The drawing is light gray and serves as a background for the left side of the page.

Freelance Interior Design Project

Ipanini Restaurant, Zouk Mosbeh High way
2013

Administrative Assistant

Joseph Diab Printing Press, Ain El Remmaneh – Bueiz & Matar Str.
2010-2014

Event Planner's Assistant

Aghsan Association, Deirmimas
Summer of 2010 - 2011

Technical Skills

Programs AutoCAD, 3D max

Microsoft Excel, Word, Power point

Adobe Photoshop, PDF reader

Languages

English (Excellent, both written and spoken)

French (Excellent, both written and spoken)

Arabic (Native language)

Interest & Hobbies

Sports especially football, basketball and swimming

Reading, music, drawing and photography

References

Available upon request