

# ENG.TAQWA O. AL-ZUBI

*Civil Engineer*

## Personal Information.

- **Name:** Taqwa Osama Al-Zub'i.  
- **ID Number:** 9922035402  
- **Present Address:** Amman (Nadie Al-Sebaq).  
- **phone Number:** (00962) 777458343  
- **Birth Date:** 2<sup>nd</sup> of Oct. 1992.  
- **Gender:** Female.  
**Martial state:** Single.  
- **Place of Birth:** Amman.  
- **Nationality:** Jordanian.  
- **Major:** Engineering (Management).  
- **Email:** [Taqwaalzubi@yahoo.com](mailto:Taqwaalzubi@yahoo.com)

## Education.

### **Sokina bint Al-hussain**

[2009] – [2010]

The high school Sokina bint Al-hussain (Tawjihi) Excellent.

### **Al-Balqa' applied university**

[2010] – [2014]

Bachelor degree in civil engineer “Good” GPA=2.74

### **Israa' university**

[2019]-until now “A master student at project management course”.

## WORK EXPERIENCE.

### **Trust Worthy Company.**

July2018-Julay 2019

- Project Manager.
- Cost control, to ensure that costs don't exceed budget, determine the initial total cost, and compare it with actual one.
- Supervising for all works, to be performed as planned.
- Time Management, to avoid any delay.
- Prepare time schedules based on real action, compare it to the planned one.
- Prepare, follow up purchasing order.
- Prepare bidding documents.
- Prepare weekly evaluation reports.

### **Paris Company**

Nov2017-June2018

- Initiate procurement requests for all requirements.
- Quantity survey.
- Shop drawing to get acceptance.
- Obtaining all necessary permits to start working.
- Coordinate all financial monthly expenditures.
- Daily report on each employee.

### **Haeel Company**

Sep2014-Nov2017

- Supervise site works.
- Site control for many rehabilitation projects.
- Monitoring safety, risk to meet the required standard.

## Linguistic Skills.

- **Arabic:** Mother tongue.
- **English:** Excellent in writing, reading and speaking.  
“*TOEIC test, with 845 score.*”  
“*TOFEL test, Excellent*”

## Additional Courses:

- BROKON course.
- Etabs course.
- Primavera course.
- HCS+ (High way Capacity Software).
- AutoCAD course.
- Course of Quantity Accounting.
- Bidding.
- Technical Writing Course.
- Business Management.

## TECHNICAL SKILLS:

- Adobe Photo Shop.
- Microsoft Windows (XP, Vista, 7, 8, 10).
- Microsoft Office (Word, Excel, Access, Outlook, Power Point).
- AutoCAD (2D, 3D)
- Have interesting to learn new skills.
- Accounting skills and experience working with budgets.
- Experience in and aptitude for sales and marketing.
- Confront new challenges of the work life.
- Follow up with the new internet services.
- Conversation & oral skills are excellent.