

# ZAKI ALLAM

**Nationality:** Jordanian

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**Date of Birth:** 2 Aug 1993

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**Graphic Design Portfolio:** <https://inspirezz93.wixsite.com/website>

**Age:** 26

A competent Civil Engineering graduate from University of Bahrain, with excellent communication, organization and co-ordination skills, a resourceful professional, having administrative and planning skills, possessing strong interpersonal skills, and administrative support. Looking for a suitable position in where acquired skills will be utilized towards continuous growth of self and the organization.

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## Qualification and Education

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### ➤ Academic Qualifications

- **University of Bahrain (Bahrain, 2011-2017)**

Civil Engineering – Bachelor of Engineering

Construction Management, Steel Design, Structural Analysis, Concrete design, Waste water treatment, Foundation design...

- **Al Iman High School (Bahrain, 2009-2011)**

Mathematics, Physics, Chemistry, English

### ➤ University Projects

- Member, Managed planning, finances, and implementation of the project;

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## Experience Highlights

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### ➤ Internship Experience



- **Wahat al-Muharraaq Villas community (August 2013)**

inspector, site supervision.



- **H-E-R Private villa project (July, August 2014)**

consultant office, inspector, site supervision, site works.



- **The One & Only resort (Sep 17th 2016- November 17th 2016)**

Contractor office, inspector, site supervision, site works.

### ➤ Workshops/Seminars attended

- **(February 2013)** Volunteer for the Say One Care Social Development Project, during the Sheikh Yusuf Estes Bahrain Tour, stage controller

## ➤ Work experience

- **(March 2017-August 2017)** Full time site engineer at Decorators contracting company.



- Conducting the work on site according to instructions, measurements, & drawings/plans.
- Managing labour and tasks on site.
- Troubleshooting and Problem solving.

- **(August 2017- May 2019)** Full time project engineer at Estate Capital Premier.



- Representing the company (Developer) in projects.
- Setting project objectives.
- Managing the construction prospects of the project.
- liaising with project departments, teams, etc.
- Monitoring project progress.
- Assigning tasks, making sure legal and safety regulations are followed, arranging suppliers.
- Troubleshooting and Problem solving.
- Arranging supplier contracts, arranging payments.
- Real estate agent, showcase the project to clients, arranging client's contracts.
- Sales Executive.

## ➤ Part time jobs

- **(April 2015)** organizer at the F1 event.
- **(September 2015)** organizer at the 24th Middle East International Jewellery & Watch Exhibition- Jewellery Arabia 2015.
- **(March 2016)** staff member at the 12th Middle East Geoscience Conference & Exhibition-GEO 2016.
- **(September 2016)** staff member at the 10th Middle East Refining & Petrochemicals Conference and Exhibition 2016.

## ➤ Leadership skills

- Former member & trainer at Challenger team company for social communication skills.
- Volunteer at the Dream Big voluntarily teaching organization.

- Computer Literacy: Skilful user in Microsoft office applications such as Word, Excel and PowerPoint.
- Software Skills: STAAD pro, AutoCAD, Adobe Suit, Mat lab, C++.
- Language: Fluent in English, Arabic main language.
- Analytical: Past experience required significant analytical skills which facilitated me in better evaluating all the factors in any given situation.
- Leadership: Working in teams and management related positions throughout my academic experience has substantially developed my teamwork and delegation skills. Calm and level-headed decision-making in stressful situations.
- Planning: Developing and managing projects have established forward thinking and improved my planning abilities.
- Interpersonal: Worked with and mentored people from different cultures; this has given me cultural awareness and understanding.
- Communication: Confident speaker and get along well with others. Dealing with individuals at differing levels during my academic life allowed me to effectively deal with persons of varying personalities.
- Presentation: Giving presentations, holding seminars and speeches has given me strong confidence in presenting and provided me with great presentation skills.
- 3D Printing: Some basic understanding and utilisation of FDM 3D printers (Max Build Volume used; 200x200x200mm)