

Curriculum Vitae

Personal Information

Full name	Aya Zakaria Al-Hafi
ID Number	803566629
Marital status	Single
Address	Medan Elshhada – Elshekh Radwan –Gaza
Mobile Number	0599062915
Email	engayaalhafi@hotmail.com

Education

University	Major	Department	Year
The Islamic University of Gaza	Engineering Collage /Graduate Studies	Civil Engineering /Construction Management (Master's degree)	2016 - now
The Islamic University of Gaza	Engineering Collage	Civil Engineering (Bachelor's degree)	2010 - 2015

Memberships

Association of Engineering - Gaza, Palestine

English Language level

Level	Skills		
Reading	Excellent <input type="checkbox"/>	very good <input checked="" type="checkbox"/>	good <input type="checkbox"/>
Writing	Excellent <input type="checkbox"/>	very good <input type="checkbox"/>	good <input checked="" type="checkbox"/>
Conversation	Excellent <input type="checkbox"/>	very good <input type="checkbox"/>	good <input checked="" type="checkbox"/>

Training Courses

Organization	From	To	Course name	hrs
Amercian International center "AIC"	28.01.2016	27.03.2016	International TOEFL Preparation Course	40
Amercian International center "AIC"	10.05.2015	26.01.2016	12 English levels Course	120
The Islamic University of Gaza	02.11.2015	21.12.2015	<ul style="list-style-type: none"> - How to start own business. - Business writing skills. - Communication skill and management meetings. - Labour law and worker's rights. - Leadership skill. - How to introduce yourself to the market. 	56

Training Courses

Organization	From	To	Course name	hrs
Democratic engineers gathering	01.04.2015	30.04.2015	Project management & Report writing	24
The Islamic University of Gaza	04.11.2014	02.12.2014	Factors and requirements of safety and security in the workplace	24
Association of Engineering – Gaza	25.06.2014	22.09.2014	Introduction to GIS using ArcGIS 10	30
Association of Engineering – Gaza	19.01.2013	09.02.2013	Design & Analysis of Structures using SAP 2000	24
Association of Engineering – Gaza	22.01.2012	15.02.2012	2D Design using AutoCAD	24

Work Experiences

Positions held Year Location Employer Main Project Features Activities performed	Civil Engineer - Data entry
	From 07.09.2017 To Now
	Palestine – Gaza Strip
	Ministry of Local Government "MOLG"
	Assist in the archive of the Central Committee files in the ministry
	<ul style="list-style-type: none"> ▪ Provide general office assistant. ▪ Order and classification and numbering files. ▪ Read and categorize engineering plans. ▪ Specifies the state of the file. ▪ Order and classification and numbering files papers. ▪ Handle well with printers, scanners and computers. ▪ Dealing well with the electronic archiving program.
Positions held Year Location Employer Main Project Features Activities performed	Project coordinator
	From 14.08.2016 To 10.11.2016
	Palestine – Gaza Strip
	Coastal Municipalities Water Utility "CMWU"
	Assist in customer services operation manual and human resources department operations manual preparation. Work with team in first exhibition of water issues in Gaza " water is life " ,which was funded by European Union "EU"
	<ul style="list-style-type: none"> ▪ Provide general office assistant. ▪ Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports. ▪ Prepared documents, reports and translations when required. ▪ Establish and prepar presentations and do analysis for data. ▪ Preparation for the first exhibition of water issues in Gaza " water is life " , and participating in the exhibition for 5 days.
Positions held Year Location Employer Main Project Features Activities performed	Project Assistant
	From 1.02.2016 To 1.05.2016
	Palestine – Gaza Strip
	Coastal Municipalities Water Utility "CMWU"
	Assist in Customer Satisfaction Survey project ,which was funded by the IRCI
	<ul style="list-style-type: none"> ▪ Provide general office assistant. ▪ Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports.

Work Experiences

	<ul style="list-style-type: none"> ▪ Prepared documents, reports and translations when required. ▪ Establish and prepar presentations and do analysis for data.
Positions held	Civil Engineer
Year	From 1.6.2014 To 6.9.2014
Location	Palestine – Gaza Strip
Employer	BABLE consulting engineers
Main Project Features	Design of Concrete Structures , building control & workflow in buildings.
Activities performed	<ul style="list-style-type: none"> ▪ Scheduling and implementation of all technical and engineering drawings in accordance with the standards and regulations. ▪ Operation and maintenance of Auto CAD programs properly. ▪ Preparation of required reports. ▪ Quantity surveying calculation. ▪ Design of 5 story Structures.

Skills

- Excellent communication skills.
- Above average skills in MS Office suite including Word, Excel, Power Point, Visio & MsProject.
- Able to learn new software applications with ease.
- Able to work under pressure.
- Team worker.
- Time management.

References

Eng. Nihal Abo Eleis
 Archiving Department Manager
 Mobile: 0567619734

Eng. Zaidan A. Dhman
 Customer Service Department Manager
 Mobile: 0599189226