

Curriculum Vitae

Name/ Amal Akram Hassan Thabet

ID Number/ 411924236

Date of Birth/16.09.1995

City of Birth/ United Arab Emirates

Marital Status/ Single

Gaza City

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❖ Education Information

Architectural Engineer

(Mar2013 _ Jun2018)

Islamic University of Gaza, Palestine/ Gaza

❖ Experience

▪ **Youth and Environment association**

(Nov2017 _ Oct2019) until now

Responsibilities :

- 1- Develop logistics in organizing records, files and statements in an effective manner.
- 2- Manage schedules and deadlines and assist in social work
- 3- Review and write report .
- 4- Organizing and servicing meetings (producing agendas and taking minutes)and Help in event management
- 5- Preparing designs on Photoshop, Illustrator and In Design program
- 6- Participation in project translation
- 7- Participate in writing and coordinating projects
- 8- Assist in secretarial work

▪ **Municipality of Dair Al-Balah**

(Jul2018 _ Nov2018)

Responsibilities :

- 1- Urban Planning

▪ **Darten Group office**

(Jun2018 _ Oct2018)
(Jul2017 _ Sep2017)

Responsibilities :

- 1- Preparation of integrated architectural, electrical and mechanical plans.
- 2- Participation in design work and reporting.
- 3- Participate in the calculation of quantities and the audit of abstracts and schedules
- 4- Participation in supervision and receipt of work sites.

❖ **Training /Certifications :**

- | | |
|--|-------------------------------------|
| ✚ Course on Graphic Design :
Date From 4/12/2018 to 4/1/2019 | Vision plus |
| ✚ course on basic concepts in human rights :
Date from 14/10/2018 to 21/10/2018. | Palestinian Center for Human Rights |
| ✚ 3D max program:
Date from Sep2017 to Oct2017 | Lamasat Center |
| ✚ Practical English conversaiion :
Date from 03/08/2015 to 04/10/2015. | Guidness Center |
| ✚ ICDL course :
Date From April, 2015 to Nov, 2015 | Pixel Center |
- **“Sep, 2019 to Oct, 2019”** training programm about theater with **Basma for culture & art accosiation**
 - **“March, 2019 to Oct, 2019”** training programm about Debet in **GUCC**
 - **“4/12/2018 to Feb, 2019”** share in a course of freelancing in **GGateway**.
 - **“16 to 21-Jun-2016”**, Participation in the training week, including topics such as body language, personality patterns, etiquette and the art of protocol in **Pixel Center**.
 - **“17 to 26-May-2016”**, Participate in the preservation of architectural heritage in **center of Iwan/ Gaza**.
 - **“22-8-2015”**, Participate in the workshop to awaken your hidden power in the **center of learning fun /Gaza**.

❖ **Skills**

- Knowledge of MS Office (Word - Excel – Access - Power Point) and basic computer skills
- Printing English & Arabic .
- Use Internet & Social media.
- Ability to work within a team.
- Ability to work under pressure and in emergency situations and excellent stress management capacity.
- Good reporting skills and excellent written and verbal communication skills.
- Data collection, analysis and synthesis skills.
- Proficiency in dealing with engineering, planning and modeling programs

- (autocad2013) (3Dmax2013) (sketchup) (Lumion) (Microsoft project manager)
- Proficiency in dealing with design programs and graphic design . "in design, Photoshop, illustrator"

❖ PERSONAL QUALITIES

Humble and flexible, initiative and self- starter, critical thinking, capacity to prioritize, networking and partnership development, sense of responsibilities and coordination skills, good interpersonal skills, patient and ready to listen to people, open-minded and collective approach, Familiar with participatory approach and strong humanitarian motivation.

❖ Languages

- **Mother tongue:** ARABIC
- **Other Language (s):** ENGLISH (reading, writing, speaking)

❖ References Information

✚ **Mohammed S. Naji** _
➤ Darten Group office
--- Mobile No.: **0599806646**

Civil Engineer

✚ **Dr. Youssef khatab**
➤ Al-Aqsaa university
---Mobile No.: **0595138883**

Academic teacher

✚ **Mohammed Al-Buhaisi**
➤ Municipality of Dair Al-Balah.
---Mobile No.: **0594310510**

Architectural Engineer