



GHAYDA'A BDOOR

CIVIL ENGINEER

Jordan – Irbid

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Experience

Mohammad Fathi Farajallah for Building and Contracting

02/2023 – 12/2023

Lead Project Coordinator (CFW Project)

1. Develop and execute project plans for efficient resource utilization aligned with project objectives.
2. Execute project within budgets, manage costs and adhere to BOQ for financial accuracy.
3. Act as a key liaison, fostering effective communication with UNOPS, Ministry of Education, and stakeholders for project alignment.
4. Oversee project implementation, ensure compliance with timelines, and implement accurate monitoring processes.
5. Coordinate material procurement, ensure quality and timely delivery while optimizing purchasing processes.
6. Manage and supervise project-related activities, including meetings, documentation, reporting, and administrative tasks.
7. Delegate tasks, optimize workforce utilization, and enhance site engineers' performance for a high-performance culture.
8. Prioritize safety measures, ensure a secure working environment, and mitigate potential risks.

Mousa Jeet Foundation for Contracting and Construction

01/2022 – 11/2022

Project Coordinator

1. Perform office administration services for the project and other relevant duties and tasks at the request of management.
2. Conduct and manage the cash workers registration and verification processes, obtaining the required employment ratios of Jordanians and Syrians, males and females, and ensuring that they are complying with UNOPS work specifications.
3. Plan and monitor field activities, i.e. meetings, cash distributions, monitoring, and beneficiary follow-ups.
4. Ensure that all project activities are well documented, including distribution plan, beneficiary lists, distribution reports, and collaboration with all stakeholders.
5. Prepare timely and accurate regular reports as required by the project manager.
6. Respond to concerns from the community and CFW workers in a timely and responsible manner (grievances).
7. Maintain proper filing for all CFW documents.
8. Issuing work permits for Syrian beneficiaries, social security registration for all workers, and responsibility for the attendance sheet.

Integrated Development Academy for Training & Consultation

03/2021 - 06/2021

Trainee – Proposal Writing

1. Manage the preparation of proposals for a range of companies and NGOs such as GIZ, USAID, and Acted through preparing technical and financial bids/proposals for projects.
2. Prepare proposals by determining concept, gathering and formatting information, writing drafts, and obtaining approvals.
3. Meet proposal deadline by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal.
4. Maintain quality results by using templates; following proposal-writing standards including readability, consistency, and tone; maintaining proposal support databases.
5. Prepare timetable, staffing, budget, standards of performance, and evaluation.

Salem Abu Hazza' Contracting Establishment

01/2021 - 03/2021

Site Engineer

1. Supervise labour through groups and work allocations.
2. Monitor and follow up the work to ensure compliance with the specific requirements of the project.
3. Coordinate with the owner and making correspondence.
4. Apply H&S - Health & Safety standards based on labors law.

Site Engineer

1. Monitor progress and ensure that projects are completed according to specifications.
2. Supervise workers through groups and work divisions.
3. Develop the required and actual Bill-of-Quantity table for each school.
4. Coordinate requests and deliveries of materials and equipment.
5. Submit daily reports and reporting to the project manager.
6. Apply H&S - Health & Safety standards based on labors law.
7. Carry out regular inspections to ensure compliance with relevant legal requirements, processes and procedures.

Hasan Abu Assi Engineering Consultant Office

06/2018 - 08/2018

Trainee - Structural Design (JEA training)

1. Design of each element of reinforced concrete building, manually and using PROKON.
2. Drawing of structural members using AutoCAD, including section dimensions and reinforcement detailing.
3. Reviewing plans and blueprints.

Education

- **Jordan University of Science and Technology**

2014 - 2019

Bachelor Degree in Civil Engineering
GPA: 3.56 out of 4 (EXCELLENT)

- **Jordanian high certificate (Tawjihi), Irbid, Jordan**

2014

Scientific Section
93.3%

Skills

- Project Scheduling and management using Primavera P6.
- Structural Design using PROKON, ETABS, SAFE and manual.
- Shop Drawings; prepare complete structural drawings and detailing for all structural members.
- Quantity Surveying.
- AUTOCAD 2D & 3D Drawings.
- Supervision and Monitoring.
- Fluency in both English and Arabic; Speaking and Writing.
- Computer Skills; Document Preparation/Reporting, MS office (Advanced EXCEL, Word..).
- Communication, Interpersonal and Analytical Skills.
- Team-player, quick learner and self-motivated.

Training And Certificates

- Primavera P6 (Synergy platform), 2024
- KoboToolbox training course, 2022
- PMP training course (Roshd Virtual University), 2023
- Advanced Excel (Zakat foundation of America), 2021
- Training of Trainers, TOT (Talal Abu-Ghazaleh Group), 2021
- English-language Conversation, 2018
- AutoCAD 2D & 3D Drawings
- ETABS & PROKON, 2018
- Reading of Engineering plans