CV

Name: Ebtihal Hassan Ahmed Al-mutawa

Contact Number: 34572948-66371505

CPR:960110259

Email: hebtihal5@gmail.com

## Summary

I am a fresh graduate from Polytechnic, with a B.S in mechanical engineering. I value Hard work, honesty, teamwork, and trust. Interested in developing and creating new ideas and projects which help in making a better environment.

## Education and certificates:

* B.S in Mechanical engineering from Bahrain Polytechnic.
* (2010-2013) | Saar Secondary Girls School
* IELTS certificate (7.0)

## Technical Skills

* Solid Works
* MS office

## Work experience

* 20th, March, 2019 – 27th, June, 2019| Alzaimoor Garage.

1. Front desk manger and Cashier.

* 20th, January, 2019 – 31st February, 2019 | engineering projects department - Training at BAPCO

1. Managed secretary inquiries and handled front desk data.
2. Production of project reports for plants manger.

* 22nd, July, 2018 – 11th, September, 2018 | RED Department - Training at BAPCO

1. Generated and designed plant schematics.
2. Analyzed piping problems in the plants and reported to head engineer.

* 18th, January, 2018 – 22nd February, 2018 |Manama Headquarters - Training at Ministry of Work

1. Managed and distributed site visiting dates.
2. Preparation of contractor’s payment.

* 22nd January, 2017 – 25th February, 2017 | Training at BAPCO

1. Assisted in answering incoming calls regarding project development.
2. Participated in negotiation meetings.

## Skills

* Mathematics and science - Using mathematics rules and methods to solve problems.
* Thinking outside the box – during third year project, problems based learning was active and solutions had to be creative which was gained throughout the study.
* Time Management – Being on time is important and during the assignments submission due dates are critical.
* Instructing and leading – leading projects throughout the study, and rule distribution in the groups.
* Persuasive - throughout studying and participating in social life, gained ability to persuade people and convince them to what is needed.
* Team worker.
* Ability to work under pressure.

## PERSONAL INTERESTS

* Problem solving.
* Leading.