

LATIFA DOUGHMAN

Address:

Ketermaya, Lebanon

Phone:

+961 76/175 886

Email:

latifa.doughman00@gmail.com

Education

Bachelor Degree-Civil Engineering -2022
Beirut Arab University
Grade :3.58/4

Lebanese Baccalaureate -2017
High Modern School

Experience

Contract Administrator /Proposal Engineer- June 2021-till present
Construction Management & Consultant Co, CMCCO, Lebanon

- Document controller
- Preparation of claims for gulf-area (katara claim, msheireb claim ,Binladen claim,etc...)
- Preparation of technical and financial offers
- Managing budgets and project resources
- Managing projects
- Preparation of letter and tender documents
- Project Coordinator for submission of projects
- Writing reports, mom, presentations, letters & emails
- HR assistance

Internship –August 2020-June 2021

Construction Management & Consultant Co, CMCCO, Lebanon

- Contract preparation
- Claims management preparation

Skills

Microsoft programs:

- Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Adobe Acrobat Professional

Design Softwares:

- Autodesk AutoCAD, Autodesk Revit, Etabs, Safe, Robot Structural Analysis, Watershed Modeling System & Visual Studio (WMS 8.1)

Languages

Arabic – Native Language

English – Good (written, spoken & communication)

French-Good (written, spoken & communication)

Certifications

IC3 Digital Literacy Certification /Beirut Arab University