



Curriculum Vitae Muna Ahmad Abd ElBaqi

Personal information

Name	MUNA AHMAD ABDELBAQI
Address	7, Yousif Bani Hani Street, 11110, Amman, Jordan
E-mail	mona_labadi@hotmail.com (Skype: mona_labadi)
Mobile	00962790281918 / 0096279790894132
Nationality	Jordanian
Date of birth	20.02.1986
	Master of Engineering in Road Safety Management – USJ (Graduation Feb. 2020)

Work experience

Dates	July 2017 – September 2018
position held	Project Manager (Project Implementation Unit)
Main activities and responsibilities	<ul style="list-style-type: none"> - Decentralized Wastewater Management (DWWM) as an Adaptation to Climate Change, project financed by GIZ - Sanitation Solutions for underserved communities in Jordan, project financed by the Swiss Development Cooperation (SDC) - National Implementation Committee for Effective Integrated Wastewater Management in Jordan (NICE) technical meetings (Inter-ministerial committee) - Support regional projects (Afghanistan and KRI projects) in technical designs review
Name and address of employer	Bremen Overseas Research and Development Association (BORDA) Um Othainah - Amman
Type of business or sector	INGO
Dates	April 2015 - June 2017
position held	Senior Civil Engineer
Main activities and responsibilities	<ul style="list-style-type: none"> - Technical team leader for WWN project - phase 2, funded by kfw and UNICEF - Waste water network- phase 1 project Manager, funded by UNICEF and JPF - Tenders preparation, evaluation and Award - Operation and Maintenance coordination - Winterization and emergency response coordination (focal point) - Communication and coordination with other partner NGO's and Donors
Name and address of employer	Japan Emergency NGO, Za'atari refugee Camp
Type of business or sector	INGO

Dates	September 2013 - June 2014
position held	Project Officer
Main activities and responsibilities	<ul style="list-style-type: none"> - Technical Engineer - Site Supervision (Precast concrete) - Quality Control / Quantity Surveying - Shop drawing preparation - Tendering Engineer (water & waste water projects) - Refugee Camp Planning (Azraq and Za'atari Camps - Jordan)
Name and address of employer	THW - German Federal Agency for Technical Relief
Type of business or sector	Swaifieh – Amman, and Azraq refugee Camp -Azraq INGO

Dates	January 2011 until November 2012
position held	Project Engineer
Main activities and responsibilities	<ul style="list-style-type: none"> - Site supervision engineer - Shop drawing preparation - Quantity Surveying - Tendering & Pricing Engineer
Name and address of employer	Hussein Atteyeh Establishment (HAE offices building project) Jabal Al Hussain, Amman, Jordan
Type of business or sector	Construction / Contracting

Dates	April 2009 until January 2011
position held	Civil engineer
Main activities and responsibilities	<ul style="list-style-type: none"> - Update the P3 work schedule weekly based on the progress at the site - Prepare Daily and Monthly reports - Shop drawing preparation - Quantity surveying - Sub contractor's payments - Lab engineer responsible for testing concrete cubes
Name and address of employer	Hussein Atteyeh Establishment (Galleria mall project) Swaifeyeh, Amman, Jordan
Type of business or sector	Construction / Contracting

Education

Dates	2011 – 2014
Title of qualification	Higher diploma (post graduate) degree in structural engineering, Rank: very good
Name and type of organisation providing education and training	The University of Jordan
Dates	2004 –2008
Title of qualification awarded	B.SC. degree in civil engineering, with an average of 3.09 out of 4, Rank: very good
Name and type of organisation providing education and training	The University of Jordan

Internship

Dates	October 2016 – December 2016
Refugees and Migration	Cross Cultural Program by ifa at Bremen Overseas Research and Development (BORDA) - Germany

Training

Dates

Title of Course - Institution (Organizer), Location

September 2018	Summer School : Migration in the Middle East and Europe – Challenges and Opportunities , Amman
December 2017	FIDIC Module 4 – Silver book (Management and Administration of contracts (BOT)) - JEA, Amman
October 2017	Sustainable Sanitation and Water Management– cewas organization, GTO and GIZ, Amman
September 2017	Engineers' Training DEWATS – CDD (BORDA partner), Bangalore - India
May 2017	PMP course – Amideast, Amman
April 2017	Del Agua and water Tech kit for water quality testing -UNICEF and Oxfam, Za'atari refugee camp
August 2016	FIDIC Module 0 – White book (Client/consultant Model services Agreement) - JEA, Amman
August 2016	FIDIC Module 6 – Gold book (Design-Build- Operate (DBO)) - JEA, Amman
2015	German Language Courses (6 Levels; A1 – B1) – Ali Baba Languages institute, Amman
2009	Solid waste management and environmental impact assessment courses - Birzeit University, Palestine
2008	Training on engineering software programs: AutoCAD, Civil 3D, Primavera P3 – JEA, Amman

Personal skills

Mother tongue(s)

Arabic

Other language(s)

English (IELTS; score: 7)

Self-assessment

European level

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C1	Advanced	C1	Advanced	C1	Advanced	C1	Advanced	C1	Advanced

Other language(s)

- **German Language** (Intermediate / Level B1)
- **Turkish Language** (Beginner / level 2)

Social and Organisational skills

- Self motivated
- Leadership skills
- Negotiation skills
- Efficient team player
- Well organized
- Very good management skills

Computer skills and competences

- Very good command of Microsoft office tools (Word, Excel, and Power Point)
- Very good command of AutoCAD
- Good command of Project planning tools (Primavera, MS Project)

Hobbies and Interests

- Politics
- Poetry
- Reading

Driving licence

Holding a driving licence

Additional information

References: to be Provided upon request