

TALA SULEIMAN ABU-EIN

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Objective

- A highly motivated and detail-oriented Junior Civil Engineer with a solid foundation in civil engineering principles, design, and construction practices. Possesses a strong understanding of structural, geotechnical, and environmental engineering concepts. Adept at collaborating with multidisciplinary teams, coordinating with contractors, and ensuring adherence to safety standards, project specifications, and timelines. Committed to continuous learning and professional development in the civil engineering field.
- Detail-oriented Safety Practitioner with proven experience in accident investigations, safety audits, and developing employee training programs. Aiming to leverage my skills in safety compliance and proactive risk management to ensure a safe and healthy work environment.

Education

B.C.E, CIVIL ENGINEERING | 2017-2021 | AL-BALQA'A APPLIED UNIVERSITY

- GPA: 3.33/4

Experience

QUALITY ENGINEER/ OCCUPATIONAL HEALTH AND SAFETY OFFICER | AL-RASHID HOSPITAL CENTER | 2021 - 2024

- Facilitate compliance with occupational health and safety (OSH) guidelines.
- Plan and implement OHS policies and programs.
- Review existing policies and procedures.
- Recommend preventative measures to ensure workplace safety.
- Conduct risk assessment.
- Prepare detailed written reports and recommendations.
- Participate in the orientation.
- Attend Occupational Health and Safety meetings.

ADMINISTRATIVE ASSISTANCE – PATENT TRANSLATION | ONE WORLD FINANCIAL SERVICES | APRIL – OCTOBER 2024

PROJECT OFFICER – INTERNATIONAL PROJECTS OFFICE | GERMAN JORDANIAN UNIVERSITY | JAN 2026 – Present

- Support the planning, coordination, and execution of international projects.
- Monitor project timelines, deliverables, and reporting requirements.
- Communicate with internal departments and international partners.
- Assist in preparing reports, documentation, and project evaluations.

Training Courses

- Health Care Accreditation Council (HCAC) Healthcare Certified Occupational Safety Practitioner- October 2022-June 2023
- Field Training, Ministry of Public Works and Housing (Trainee)- February 2021-May

Languages

- Arabic (Mother Language)
- English (Level B2, upper intermediate)

Skills

- Microsoft Office
- AutoCAD
- Communication & Collaboration
- Problem-Solving & Critical Thinking
- Time Management & Multi-tasking
- Hazard Identification & Risk Assessment
- Safety Audits & Inspections
- Accident Investigation

References

Available upon request.

