

Moustafa TALEB

M: +1(613)3900072 | E: Moustafa_taleb92@hotmail.com

Summary of qualifications

- Over 7 years of combined experience in humanitarian non-profit organization and civil engineering.
- Proven experience in communication, flexibility, teamwork through the good relations with different stakeholders.
- Demonstrated ability to work under stress, meet deadlines and respect policies and guidelines
- Proficient in Microsoft Office, fluency in English (spoken and written) and Good in French (spoken and written) and native Arab.

Work Experience

Shelter and WASH assistant

Norwegian Refugee Council, Tripoli, Lebanon

Oct 2021-Feb 2023

- Conducted rapid databases assessments for collective shelters, utilizing statistical knowledge to assess and evaluate eligibility of beneficiaries, while also providing crucial referrals to other social services
- Demonstrated attention to detail in creating precise and visually compelling drawings that precisely captured the necessary improvements and modifications needed for shelter rehabilitation. These drawings served as vital visual aids, facilitating clear communication among stakeholders and ensuring accurate implementation.
- Exhibited exceptional organizational skills and multitasking abilities in supporting the project through a wide range of administrative tasks ensuring smooth project operations.
- Utilized precise measurement techniques to generate accurate Bill of Quantities (BOQs), which served as a detailed inventory of required materials and resources for effective project planning.
- Captured high-quality photographs as concrete evidence of technical assessments, boosting accountability, transparency, and the ability to generate tangible reports that highlighted the project's progress and outcomes.
- Oversaw and coordinated the activities of contractors involved in shelter construction. Diligently monitored the acceptance and functionality for the delivery of high-standard shelters that met the needs and safety requirements of vulnerable families.
- Prioritized the satisfaction of beneficiaries by conducting thorough follow-up assessments, ensuring that their needs were met and that any issues or concerns were promptly addressed. Meticulously maintained organized and up-to-date filing systems for technical documents, guaranteeing easy access to critical information and enhancing project accountability and transparency.
- Reported protection-related concerns through internal and external referral pathways, effectively contributing to the safety and well-being of individuals

Disaster Risk Reduction Officer

Solidarites International, Akkar-Lebanon

Nov 2020-Sep 2021

- Gathered data through customized surveys and actively contributed to the data analysis process ensuring accuracy, completeness for the planning of the project
- Conducted thorough assessments of site requirements, considering factors such as flood history, and needs for a rapid risk reduction.
- Prepared accurate and comprehensive BOQs that detailed the necessary quantities and specifications, aiding in cost estimation and procurement planning.
- Monitored and evaluated the progress of construction activities in 14 informal settlements and 4 municipalities using standardized templates, ensuring they aligned with project plans and specifications.

- Maintained a vigilant approach to track project timelines, milestones, and deadlines. Implemented quality control measures, conducting inspections and addressing any deviations to maintain high-quality deliverables.
- Fostered effective communication with key stakeholders, particularly the head of municipalities through engaging in ongoing dialogue to ensure alignment of project objectives, address any concerns or challenges, and provide updates on the assessment and implementation phases. Utilized stakeholder management techniques and effective communication skills to build rapport and enhance collaboration.

Fit Out Site Engineer

Shapoorji Pallonji –Dubai-UAE

Mar 2018 - Nov 2018

- Demonstrated strong organizational skills in effectively scheduling and coordinating numerous fit out activities for the prestigious Dubai Mall and its Fashion Extension to avoid any overlapping
- Ensured that all work was carried out according to the approved designs, maintaining the highest safety standards, and completing the projects within the designated timelines.
- Exhibited exceptional leadership skills by effectively managing and coordinating a large team of over 60 workers on a daily basis. Encouraged teamwork, fostered a positive work environment, and resolved any challenges or conflicts that arose. This resulted in a cohesive and efficient workforce that consistently met project objectives.
- Took charge of the assembly and installation of various assets and closely monitored the progress of fit out activities.
- Proved a strong commitment to delivering exceptional results and upholding the highest standards for the renowned Dubai Mall and its Fashion Extension. Through unwavering attention to detail, adaptability, hard work, and dedication, consistently achieved outstanding outcomes that aligned with international guidelines, further enhancing the reputation and excellence of these iconic establishments.

Hygiene Promotion Officer

Solidarites International, Akkar – Lebanon

July 2017- Dec 2017

- Conducted regular technical follow-up visits to assess and monitor water trucking activities.
- Distributed shelter kits based on pre-defined criteria, showcasing organizational skills and attention to detail.
- Mobilized beneficiaries through event management, focus groups, and presentations to promote hygiene practices, water, and sanitation.
- Strived to create awareness and encourage active participation from beneficiaries, resulting in improved hygiene practices and better health outcomes.

Site and Office Engineer

MIDMAC Contracting, Tripoli – Lebanon

April 2016 – June 2017

- Supervised the construction of retaining walls, pads, and service roads during the mobilization phase 1 of the "US Embassy" construction project in Awkar - Beirut.
- Contributed expertise to various NGO projects and residential buildings, encompassing structures design, houses rehabilitation, water tanks rehabilitation, shelters, sewer treatment plants, and related endeavors.

Education

Bachelor in Civil and Environmental Engineering:

Beirut Arab University, Tripoli - Lebanon