



Zahraa Shahin

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ABOUT ME

Passion is the cornerstone of any success, and I am blessed to have passion in my profession as an architect. I am skilled in CAD, Revit, 3D modeling, Urban planning, and Residential and Healthcare projects which is always my favorite.

Intensely ambitious, flexible upon changes, and easygoing by nature.

Well-known for my ability to get along with work colleagues and managers, and able to work well both independently or as a part of a team.

EDUCATION AND TRAINING

02/2025 – CURRENT Damascus, Syria

MASTER IN BUILDING INFORMATION MODELING AND MANAGEMENT (BIMM) Syrian Virtual University (SVU)

10/2015 – 09/2021 Damascus , Syria

BACHELOR IN ARCHITECTURE Faculty of Architecture – Damascus University

WORK EXPERIENCE

JUNIOR ARCHITECT – ECOBUILD INTERNATIONAL CONSULTANTS L.L.C. – 01/02/2026 – Current – DAMASCUS, SYRIA

- Responsible for everything from the creation to the final execution of Green Design that presents the company image as per its vision.
- Responsible for the final presentation of any delivery.
- Deliver, within the planned timeframe, projects as prioritized by the top management, maintaining the highest quality standards and abiding by ECOBUILD's quality control policy by:
 - o Reviewing deliverables and exercising the completed tasks.
 - o Evaluating project data for accuracy with regard to the review checklist.
 - o Complying with project specifications, and client requirements, in addition to the latest applicable authorities' regulations, engineering codes, standards and guidelines, and technical CADD manual.
- Report task completion and update the project status on a regular basis.
- Prepare Architectural detailed drawings for Color Coding & Wall Sections, Waste Management Shading Analysis & Calculation, and other architectural required details in accordance with Estidama requirements.
- Work proficiently in lathe test AutoCAD, Microsoft Office, Revit, 3D Max, and other 2D & 3D programs.
- Understand the Certified Authority/Body process during project design, construction, and operation lifecycle in relation to executing the related work of various green rating certificates.
- Prepare, review and coordinate all aspects of projects' sustainability certification including narratives, calculations, plans, technical studies, reports, and any supporting documentation to ensure the achievement of sustainable deliverables and targets. Work with other disciplines to prepare technical data to ensure that project needs are met within the time schedule.
- Coordinate structural, electrical, and mechanical tasks and determine a method of presentation in order to graphically represent reports.

LOGISTICS ASSISTANT – TRIANGLE GÉNÉRATION HUMANAIRE – 20/11/2023 – 30/09/2025 – DAMASCUS, SYRIA

Responsibility 1: Contribute to the general supply chain for the mission

- Ø Perform all purchases in respect of TGH and donors procedures.
- Ø Ensure the purchase is carried out under open, transparent competition and free from conflict of interest.
- Ø Update the PFU in real time.
- Ø Manage his operational advances received and justify them with proper purchase documents and invoices.
- Ø Make proper filing for the purchase documents in line with TGH and donor requirements.
- Ø Create and regularly update the prices list in all areas of intervention and the local suppliers data base.

- Ø Manage delivery of materials ordered at base or in the field according to the defined needs.
- Ø Ensure that all program teams are aware and respecting TGH's and donors required procedures.
- Ø In charge to monitor and provide feedbacks regarding the logistical activities and requirements.
- Ø Ensure a suppliers list is available and up to date and proactively add new suppliers if/when possible.

Responsibility 2: Transport and fleet management and security

- Ø Follow vehicle rental contracts and monitor any topics in regards to the cars (maintenance, payments, admin documents...)
- Ø Establish and centralize vehicle movement schedules.
- Ø Ensure that all required equipment is available on board of all vehicles.
- Ø Ensure that the drivers know, respect safety rules and procedures and that they proceed to a daily feedback.
- Ø Provide daily feedback if needed to support manager.
- Ø Check that vehicle log books are in place and filled correctly and follow up the fuel consumption of the vehicle on a monthly basis.
- Ø Organize, follow and provide documents for the transportation of materials to other bases or field sites.
- Ø In charge to organize and follow any required trips (transportation and accommodation) for any TGH member (field visits, trips to the fields, etc)

Responsibility 3: Equipment and storage management

- Ø Ensure general office consumables are always available in the stock.
- Ø Ensure material is stored under suitable conditions and is easily identifiable.
- Ø Receive the material and check the quantity and quality according to the waybill or packing list.
- Ø Monitor on a daily basis all movements (in and out) of material stored and be sure that each movement is traceable by filling in the proper format related.
- Ø In charge to provide all the necessary materiel upon new staff arrival and that this movement in stock is traceable.
- Ø Update the stock report on a monthly basis.
- Ø Manage the stock inventory every months.
- Ø Follow up all updates for contracts and payments related (telecommunication, internet....)

Responsibility 4: Ensure TGH premises are in compliance with all requirements

- Ø Conduct office or expatriate house search when necessary and organize moving.
- Ø Follow premises rental contracts (payments, admin documents...)
- Ø Carry out basic maintenance for the office and the guesthouse.
- Ø Ensure the safety and functioning of all building fixtures or facilities, contact owners or workers for maintenance and repairs.
- Ø Guarantee that all the premises documentation are in compliance with the legal requirements.
- Ø Ensure the link between TGH and owners, real estate's agencies.

Responsibility 5: Ensure TGH archiving and reporting for all logistics related documents

- Ø Guarantee archiving according to TGH's procedure all the procurements documents.
- Ø Guarantee that all logistic related documents are archived.
- Ø Contribute to all the audits.
- Ø Monitor any legal procedure change related to logics and ensure the feedbacks and formalization.
- Ø Maintain up to date an internal contact list.
- Ø Guarantee that there the backups are operated on a monthly bases for Damascus office.

Responsibility 6: Ensure translation into English/Arabic as soon as necessary for working documents

- Ø Translate in case of misunderstanding for employees.
- Ø Translating memos or other documents as necessary.

DESIGNER – VISUAL TEAM - TEDX ALAMAL STREET – 05/2022 – 12/2022 – DAMASCUS, SYRIA

Website: <https://www.instagram.com/tedxalamalstreet/>

- Decorated the theatre for the event.

GRAPHICS DESIGNER – SHERATON DAMASCUS HOTEL FIVE STAR – 2022 – DAMASCUS, SYRIA

Website: <https://www.instagram.com/sheraton.damascus/>

- Designed social media posts on Facebook and Instagram

DESIGNER – VISUAL TEAM - TEDX ALAZAMEH STREET – 05/2021 – 11/2021 – DAMASCUS, SYRIA

Website: <https://www.instagram.com/tedxalazamehstreet/>

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- Designed the social media posts, the cover of the Facebook page, and the template of stories on Instagram.
 - Decorated the theatre for the event.
 - Designed some of the souvenirs that were distributed at the event.

ADMINISTRATIVE SECRETARY OF REPUBLIC OF GUINEA CONSUL – HONORARY CONSULATE OF THE REPUBLIC OF GUINEA – 09/2018 – 09/2019 – DAMASCUS, SYRIA

- Correspondence with embassies and local ministries
- Archiving incoming and outgoing files and documents
- Receiving the Guinean community and hearing their problems
- Renewing the registration papers for the Guinean community and submitting them to passports

GENERAL COORDINATOR – REGIONAL OFFICE OF ARAB EXPORTERS AND IMPORTERS UNION – 09/2018 – 09/2019 – DAMASCUS, SYRIA

Business or Sector: Financial and insurance activities

- Correspondence with local ministries and regional offices in the Arab world.
- Archiving incoming and outgoing files and documents.
- Coordination of conferences and writing contracts with partnerships.
- Send and receive emails with partners.
- Receiving the office's website and downloading news and photos on it.
- Coordination and management of meetings.
- Attending board meetings.

● **PROJECTS**

01/2026

Residential-Commercial Ground Floor Design | Al-Sinaa Area, Damascus

Designed a 100 m² mixed-use ground floor, consisting of a residential unit with a garden and an integrated commercial shop, located in the Al-Sinaa area, Damascus. Conducted site visits and field measurements, then developed a complete Revit-based architectural model. Delivered fully detailed architectural and lighting plans, including floor layouts with dimensions, furniture arrangements, and functional zoning for both residential and commercial use.

01/2026

Exhibition Booth Design | Damascus International Fairgrounds

Designed a 150 m² exhibition booth for a book fair at the Damascus International Fairgrounds. Developed and delivered fully detailed architectural drawings, including floor plans with dimensions, furniture layout, and spatial organization to optimize visitor flow and display areas.

10/2025

Residential-Commercial Building Design | Masraba, Rural Damascus

Designed a complete two-story mixed-use building on a 173.6 m² plot. The ground floor includes a commercial shop and a residential unit (two bedrooms, living areas, kitchen, bathrooms, and courtyard). The first floor consists of a three-bedroom apartment with living spaces, kitchen, and bathrooms. Developed fully detailed architectural plans, including dimensions, furniture layouts, vertical circulation, and roof with staircase headroom.

09/2025

Dental Clinic Interior Design | Al-Qazzaz Area, Damascus

Designed a 70 m² dental clinic, including site visits, field measurements, and existing condition surveying. Developed a complete Revit model and delivered fully detailed architectural and lighting plans, including floor plans with dimensions, furniture layout, and functional zoning in compliance with clinical requirements.

08/2025

Residential Apartment Design | West Bekaa, Lebanon

Designed a 400 m² residential apartment, including site visits, field measurements, and as-built surveying. The layout includes three bedrooms (one master bedroom with walk-in closet), a large salon, dining room, living room, multiple bathrooms, a storage room, a kitchen with veranda, and a terrace. Developed a complete Revit-based architectural model and delivered fully detailed floor plans and lighting layouts, including dimensions and furniture arrangements.

The project was executed on-site according to the approved drawings, with internal wall divisions implemented based on the design.

12/2024

Corporate Office Interior Design | Damascus Free Zone based in Dubai

Designed a 240 m² corporate office for an IT company headquartered in Dubai, located in the Damascus Free Zone. Conducted site visits and field measurements, then developed a complete Revit-based architectural model. Delivered fully detailed architectural and lighting plans, including floor layouts with dimensions, furniture arrangements, and functional workspace zoning aligned with corporate office standards.

05/2023

Terrace Renovation Design & Supervision | Al-Qusour Area - Damascus

Designed, executed, and supervised the renovation of a 40 m² terrace. The scope included complete removal of existing finishes, material selection and procurement from the local market, and delivery of fully detailed design drawings and 3D render renderings for the entire terrace. Provided full on-site supervision during construction, ensuring design compliance and quality control. The project was completed within a one-month execution period.

10/2021

Farm Design & Visualization Project | Sahnaya Area - Rural Damascus

Designed and executed a 1,000 m² farm project, including site visits, full field measurements, and detailed master planning. Developed comprehensive architectural drawings, including pool design layouts, and managed client-requested design revisions. Prepared and delivered all drawings for client approval, followed by producing high-quality morning and evening 3D renderings, along with interior and exterior walkthrough videos showcasing all activities, spaces, and visual angles of the project.

10/2021

Corporate Office Interior Design | Al-Mazraa Area, Damascus for CHI company

Designed a 100 m² corporate office for an IT company under construction in the Al-Mazraa area, Damascus. Conducted site visits and field measurements, then developed a complete Revit-based architectural model. Delivered fully detailed architectural and lighting plans, including floor layouts with dimensions, furniture arrangements, and efficient workspace zoning aligned with modern office standards.

VOLUNTEERING

15/08/2023 – 20/11/2023 Damascus , Syria

Triangle Génération Humanitaire

Volunteer in Logistics department.

- Supporting the full supply chain cycle, including procurement, supplier management, and ensuring compliance with TGH and donor procedures.
- Managing purchasing processes, documentation, invoices, price lists, and maintaining an up-to-date supplier database.
- Coordinating transportation and fleet operations: vehicle scheduling, monitoring maintenance, fuel consumption, safety compliance, and travel arrangements for staff.
- Overseeing equipment, office consumables, and storage management, ensuring proper stock conditions, documentation, and monthly inventory updates.
- Managing premises requirements, including rental contracts, maintenance, safety of facilities, and communication with property owners or service providers.
- Ensuring proper archiving and reporting for all logistics documents; supporting audits and monitoring changes in legal/logistical procedures.
- Providing English–Arabic translation for official documents, memos, and internal communication when needed.

01/02/2022 – 15/08/2023 Damascus , Syria

Triangle Génération Humanitaire

PSS Facilitator in Protection and Education Department

Assist in carrying out all kinds of surveys in the field (WASH baseline/end-line surveys, satisfaction surveys, Focus Group Discussions (FGD), KAP surveys, etc) in coordination with Education/Protection, WASH, and MEAL teams - Conducts awareness sessions at schools or communities level of hygiene promotion and contribute to the distribution of hygiene kits, as agreed with the Education Program Manager.

10/2017 – 10/2021 Damascus , Syria

Syrian Arab Red Crescent Organization

Volunteer in child protection department

Doing recreational activities and events within (Damascus Citadel, the National Museum, the Educational Museum, etc.) for students and children in rural Damascus

08/2018 – CURRENT Damascus , Syria

Youth Peer Education Network - Y-peer Syria

Member at Youth Peer

Educating young peers to combat bullying, gender-based violence, extremism, and sexual harassment and raising awareness about sexually transmitted diseases.

2017 – 2020 Damascus - countryside , Syria

Lamset Shifa Association

Volunteer in Lamset Shifa

Helping in providing medical and treatment services to Syrian war-affected - Helping to make food for vulnerable communities during Ramadan

● **LANGUAGE SKILLS**

Mother tongue(s): **ARABIC**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1
FRENCH	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **SKILLS**

Tech Skills

3d max | photoshop | lumion | Microsoft Powerpoint | Social Media | Microsoft Word | autocad | v.ray | Microsoft Office | revit

Soft Skills

Creativity | Ability to organize events, activities | Communication & Presentation | TIME MANAGEMENT | Leadership and teamwork | Problem Analysis & Problem Solving

● **CERTIFICATIONS AND PARTICIPATIONS**

08/2024

English for NGOs

Plenty center - this course is specialist for English for NGOs and the terms in it and how to write report , proposals and discuss with donors

12/2023

Training for Security and Safety with TGH

Triangle Génération Humanitaire

2022

Training for Prevention of Sexual Exploitation and Abuse online

Kaya humanitarian leadership academy

Link https://drive.google.com/file/d/1nPdndvFpKux1zchuNXYucKNne_-b61oV/view?usp=sharing

2022

Training for Prevention of Sexual Exploitation and Abuse (PSEA)

Triangle Génération Humanitaire

17/08/2018 – 20/08/2018

Training for Peer Education in a Humanitarian Setting

Y-PEER with United Nations Population Fund (UNFPA SYRIA)

Link <https://drive.google.com/file/d/1KTiQaD7WUJ2rj8S7iBp8yXw9SCwMxREe/view?usp=sharing>

05/2022 – 12/2022

Volunteer at Visual Team - TEDx Al Amal Street 2022

awarding institution:

TEDxAlAmalStreet Organizer.

TEDxAlAmalStreet Co-Organizerscription.

05/2021 – 11/2021

Volunteer at Visual Team - TEDx Al Azmeh Street 2021

awarding institution:

TEDxAlAzmehStreet Organizer

TEDxAlAzmehStreet Co-Organizer

Link <https://drive.google.com/file/d/1iAyOwN1ha4izaqLjtR89XX-l5vCXuw-2/view?usp=sharing>

08/2017 – 09/2017

Photoshop course , Good grade

Al - Yusr Company for Engineering Upgrading

02/2017 – 03/2017

AutoCAD course , Excellent grade

Al - Yusr Company for Engineering Upgrading

03/2017 – 05/2017

AutoCAD course , Excellent grade

Khawarezmi Training Center

2017 – 2019

English Language Program

Charter Training Center

2016

Self - development course

Engineering Sciences Division, Damascus University

2015

Participation in Volunteer works

Lamsat Shifa Association