

**100114-MEC-15Enq-E-2016**  
**Senior Mechanical Tendering Engineer**

Holds a B. Sc. in Mechanical Power Engineering and has about 5 years hands-on experience working in tendering and cost estimation.

## PERSONAL DATA

Nationality : Egyptian  
Birth Date : 18/11/1993  
Gender : Male  
Residence : Alexandria

## EDUCATION

: B. Sc. in Mechanical Power Engineering, Alexandria University, 2016  
: Secondary Education: Mubarak School, 2011

## LANGUAGES

Arabic : Native Language  
English : Excellent  
German : Basics

## COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet  
: AutoCAD  
: Matlab  
: EES

## TRAINING COURSES AND CERTIFICATIONS

: Firefighting course.  
: HVAC course.  
: Plumbing.  
: AutoCAD 2D  
: HAP  
: Duct Sizer  
: Fire Elite  
: Revit MEP  
: Trainings at Damanhour Power Station (for 3 years) (as part of my yearly summer training) (familiar with thermal cycle, the operation of the plant and all the equipment, turbine, boiler, pumps and all auxiliary equipment).

: Betapower Company: working for the maintenance activities in Damanhour Power Station.

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Apr. 2020 till now  
**Employer** : Proservice  
**Job title** : Senior Mechanical Tendering Engineer  
**Job Description** :

- Receive all tender documents as BOQ, SPECs and drawings.
- Review all documents and ensure that all data required for pricing are available in the documents.
- Prepare tender queries for missing information, specifications, drawings or any contradictions between all documents.
- Send quotations to the subcontractors and suppliers.
- Receiving offers from various suppliers and contractors to make comparison sheets.
- Evaluate the suppliers' quotations against the tender requirements and selecting the best offers.
- Studying the project specifications, drawings and bill of quantities.
- Preparing the break down for the BOQ items.
- Prepare Technical and Financial Offers.

**Dates** : From Dec. 2018 till Feb. 2020  
**Employer** : Sky for engineering and contracting  
**Job title** : Mechanical Cost Estimation & Purchasing Engineer  
**Job Description** :

- Receive all tender documents as BOQ, SPECs and drawings.
- Review all documents and ensure that all data required for pricing are available in the documents.
- Prepare tender queries for missing information, specifications, drawings or any contradictions between all documents.
- Send quotations to the subcontractors and suppliers.
- Receiving offers from various suppliers and contractors to make comparison sheets.
- Evaluate the suppliers' quotations against the tender requirements and selecting the best offers.
- Studying the project specifications, drawings and bill of quantities.
- Preparing the break down for the BOQ items.
- Prepare Technical and Financial Offers.
- Quantity Surveyor for Firefighting and HVAC Drawings.

**Dates** : From Sep. 2016 till Nov. 2018  
**Employer** : Novec for engineering and contracting  
**Job title** : Mechanical Tendering & Cost Estimation Engineer  
**Job Description** :

- Receive all tender documents as BOQ, SPECs and drawings.
- Review all documents and ensure that all data required for pricing are available in the documents.
- Prepare tender queries for missing information, specifications, drawings or any contradictions between all documents.
- Send quotations to the subcontractors and suppliers.

- Receiving offers from various suppliers and contractors to make comparison sheets.
- Evaluate the suppliers' quotations against the tender requirements and selecting the best offers.
- Studying the project specifications, drawings and bill of quantities.
- Preparing the break down for the BOQ items.
- Prepare Technical and Financial Offers.