100246-ELE-56CDE-E-2008

Technical Office Manager

Holds a B. Sc. in Electrical Power & Machines Engineering and has over 11 years hands-on experience working in construction, design and technical office.

PERSONAL DATA

Nationality : Egyptian Birth Date : 09/12/1986

Gender : Male Marital Status : Married

EDUCATION

B. Sc. in Electrical Power & Machines Engineering, Menoufia University,

2008

LANGUAGES

Arabic : Native Language

English : Excellent French : Basics

COMPUTER SKILLS

: Windows, MS Office, Internet

BMS ADVANCED

: AUTOCAD 2D & 3D software

: REVIT

PLCs & other CONTROLLERSMATLAB Simulink and Simulation

: VISUAL BASIC

TRAINING COURSES AND CERTIFICATIONS

: International Computer Driving License (ICDL) (May 2009).

: Primavera in High Tech. Center (Faculty of Engineering, Cairo University), 30 Hours (Feb. 2009).

: Programmable Logic Controllers (PLCs) Advanced Course in "JELECOM" Training Center (Faculty of Engineering, Ain Shams University) (Jan./Feb. 2009).

: AutoCAD 2D by Kemet in High Tech. Center (Faculty of Engineering, (Cairo University), 30 Hours (from Dec. 2008 till Jan. 2009).

: English course in Berlitz Center (4 levels of English conversation).

- Basic Business Skills Acquisition (BBSA) Cairo, Egypt Sponsored by the Future Generation Foundation (FGF) Training (from Aug. till Dec. 2008):
 - Developed Language and Computer Skills.
 - Enhanced Presentation & Project Development Skills.
 - Acquired Basic Business Skills including: Marketing, Sales, Banking, Accounting, Business Correspondence and Report Writing.
- : The Sales advantage Course, under the auspices of Future Generation Foundation (FGF), Provided by Dale Carnegie Training Center (from Oct. till Dec. 2008):
 - Foundation for Success (FFS):
 - Dale Carnegie Seminar (DCS).
 - Code of Ethics.
 - Sales Advantage Program:
 - Sales Advantage.
 - Proposal Writing.
 - Negotiation.
 - Cold Calling.
 - Objections.
- Super Graduate Preparing Project (SGPP), Next Academy (Shebine El-Koum), 100 Hours (from Feb. till Apr. 2008).
- : Programmable Logic Controllers (PLCs) High Tech Center (Faculty of Engineering, Cairo University), 60 Hours (Jul./Aug. 2007).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Apr. 2010 till Apr. 2019

Employer : AC Consultant

Projects: • WARWICK HOTEL (9 Floors) (Corniche Al-Khobar - Al-Khobar, Saudi

Arabia):

- Project Type: Residential Building.Job title: Technical Office Engineer.
- AL SARAYA TOWERS (16 Floors) (AL OLAYA AL-DAHRAN, Saudi Arabia):
 - Project Type: Residential Building.
 - Job title: Sales & Technical Office Engineer.
- AL ABD EL-LATIF BUILDING (18 Floors) (AL-HASSA, Saudi Arabia):
 - Project Type: Commercial Residential Building.
 - Job title: Technical Office Engineer.
- NEW WORLD SCHOOLS (4 Floors) (Corniche Al-Khobar, Saudi Arabia):
 - Job title: Technical Office Engineer.
- EXTRA STORES (DAMMAM & NAGRAN, Saudi Arabia):
 - Project Type: Commercial Building.
 - Job title: Technical Office Engineer.
- MONAFEZON COMPOUND (120 Villas) (AZIZYA & DAMMAM, Saudi Arabia):
 - Project Type: Residential Building.
 - Job title: Technical Office Engineer.
- AL-MOHAMADIYA COMPOUND (110 Villas 3 Types, Recreation Building, Administration Building & Residential building) (AL RAKKAH -

Al-Khobar, Saudi Arabia):

- Project Type: Residential Building.
- Job title: Site & Technical Office Engineer.

Job title

Technical Office Manager

Job Description

9 years of experience in HVAC systems from split units, concealed units, package units to VRV systems. Responsible for all the process starting with dealing with customers to testing, commissioning & hand over all the system.

- Responsible for All MEP Department Especially in Studying Projects, Pricing, make quotations, follow up Projects installations, customer satisfaction & Financials Duties to Customers, Suppliers, Sub contractors etc...
- Follow Up & Support Sales Team to Achieve Company Target.
- Make Single Line Diagram.
- Prepare Quotations.
- Negotiate with Customers to Finish the Deal.
- Make Shop Drawing Design and approve from consultants.
- Prepare material list with its quantities to keep work streaming according to our time line.
- Assure that all materials and units needed are available in our stock and make deals with suppliers to provide it before the time we need.
- Assure that we have enough man power to install project on time or contract with subcontractor before starting work.
- Follow up installation work as per Contract & Approved Shop Drawing.
- Testing & Commissioning partially to avoid any re work after finishing.
- Hand over all the system.
- Provide Technical Support for all MEP department in the company.

Dates : From Jun. 2009 till Mar. 2010

Employer : Elsewedy (SEDCO)

Job title : Execution Engineer

Job Description

Execution Engineer for extend cables between electricity companies and install premolded joints & porcelain terminations with its accessories (lugs & connectors) of high voltage cables up to 220KV.

- Supervise site preparation by revise drawings and project time line to assure that the site is clear from any pipe line and secure to start work.
- Prepare materials follow early during installation steps.
- Follow up digging work is according to our time line with safety standards.
- Supervise cable extension to assure cable is clear and shield well all over the line and there are reasonable length in every extension to start our work to connect them properly.
- Start our work by connect every item in cable with its same to other one
 by our accessories kit with no single mistake and very clean then pull our
 premolded joint to connect, cover and protect the connection.
- Finally shield our cables as site requirements to prevent any damage occur to our joint.
- Supervise installation of electrical porcelain terminals with its accessories from lugs and connectors etc. in electricity company.
- Testing and commissioning every cable with every joint and termination.

 Supervise maintenance team in any electricity company we established before.

Dates : From Jul. 2008 till May 2009

Employer : CellNet Co.

Job title : Designer Engineer

Job Description : Design & site inspection on telecommunication towers as a subcontractor for Etisalat, Mobinil & Huawei with its accessories microwaves & antennas with

its different shapes towers or roof top.

 Deal with main contractor by taking instructions about the new sites will established.

Revise the connectivity & the selection for microwaves & antennas.

 Make shop drawing for the tower and put the antennas & microwaves height with degree.

• Prepare the material list with its quantities need for site installation and follow up material consumption during installation process.

 Make site inspections frequently to assure from work progress and according to our time line.

• Finally make as built drawing to hand over the project to main contractor.