

Holds a B. Sc. in Electrical Power Engineering and has over 5 years experience working in design, tendering and technical office.

## **PERSONAL DATA**

Nationality : Egyptian  
Gender : Female  
Residence : Giza, Cairo

## **EDUCATION**

: B. Sc. in Electrical Power Engineering, Cairo University, 2015  
: Secondary Education: El-Orman Languages School

## **LANGUAGES**

Arabic : Native Language  
English : Good

## **COMPUTER SKILLS**

: Windows, MS Office, Internet  
: AutoCAD  
: Matlab  
: Dialux  
: ETAP  
: Revit MEP

## **TRAINING COURSES AND CERTIFICATIONS**

: Power Distribution.  
: Autodesk Revit MEP  
: ICDL  
: Orascom Construction Industrial Department:

- E/M Industrial Department (Jul. 2012).
- Technical Procurement Department (Jul. 2013).

: Training Center Networks (Aug. 2012).  
: Egyptian Petrochemicals Holding Company (ECHEM) (Aug. 2014).

# CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Jul. 2019 till now  
**Employer** : Encorp International E&C  
**Projects** :

- R5 – New Administrative Capital – Main Contractor SAMCRETE
- New Administrative Capital Projects
- Cairo Bank - Central Business District - Egypt Post HQ - United Bank

**Job title** : Technical Office Engineer  
**Job Description** :

- Preparing shop drawings (Lighting - Power - Power for HVAC - light current) Systems for the Project.
- Quantity surveying of projects.
- Conduct estimated quantity survey to determine the quantity of material that need to be purchased or procured.
- Prepare RFIs and send them to the project consultant to obtain missing information and resolve all conflicts.
- Reviewing and validating the design documents and systems & equipment sizing and BOQ's for the pre-designed tenders / opportunities and conducting quantity surveying(s) for the lump-sum items.

**Dates** : From Jul. 2018 till Jul. 2019  
**Employer** : Unitech Contracting and Trading Company  
**Projects** :

- Ministries Building 13A & 14A – New Administrative Capital – Main Contractor RED SEA
- Ministries Building 7A & 8A – New Administrative Capital – Main Contractor SAMCRETE

**Job title** : Technical Office Engineer  
**Job Description** :

- Preparing structural and finishing shop drawing log before sending the shop drawing to a consultant for approvals.
- Review the material submittal log and communicate with the Material Engineer in case there is any conflict.
- Follow up shop drawing approval, material submittal approvals.

**Dates** : From Aug. 2016 till Jun. 2018  
**Employer** : Nasr Company for Civil Works  
**Job title** : Tender Engineer  
**Job Description** :

- Study the project contract documents (project design drawings, BOQ, etc.).
- Analyzing technical specifications of the Received Offers from Suppliers to be comply with the requirements of the project contract.
- Negotiating the technical and financial issues of the offers received from suppliers, manufacturers and subcontractor.

**Dates** : From Dec. 2015 till Jul. 2016  
**Employer** : CCO Consultant Office  
**Project** : Nine Hospitals in Ghana  
**Job title** : Design Engineer  
**Job Description** :

- Calculations and design of all electrical and low current systems.

- Lighting calculation.
- Cable sizing and selection.