

Holds a Bachelor in Chemistry / Geology and a Diploma in Petroleum Geology. Has over 5 years experience, including 3 years working as Geologist and 1 year as Chemist.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 22/12/1993
Gender : Female
Marital Status : Single
Residence : Giza, Cairo

EDUCATION

: Bachelor in Chemistry / Geology, Cairo University, 2015
: Diploma in Petroleum Geology, Cairo University, 2017-2018

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office, Internet
: AutoCAD
: Python programming
: GIS (Geographic information system)

TRAINING COURSES AND CERTIFICATIONS

: Training at SUCO (Suez Oil Company) (Jul. 2014).
: Training at EGPC (The Egyptian General Petroleum Corporation) (Aug. 2014).
: Training at QPC (Qarun Petroleum Company) (Sep. 2014).
: Diploma Courses:

- Basic petroleum Geology.
- Drilling Muds and their parameters.
- Kerogen (Oil) Shales and Organic petrography.
- Well log Analysis.
- Egyptian petroleum provinces and their petroleum bearing sections.
- Petroleum Reservoir Rock Types.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Dec. 2017 till now
Employer : Contest Labs for Quality Control
Job title : Geologist
Job Description :

- Testing validity of soil, concrete, and asphalt in multi-engineering.
- Following-up the works at external sites.
- Following-up the reports from external laboratories and reviewing it.
- Collect data and produce engineering geological reports.

Dates : From May 2021 till now (part time)
Employer : British Council
Job title : Invigilator
Job Description :

- Follow all relevant standards & procedures, based on training and reference materials provided by the British Council Examinations Services and the relevant Exam Boards.
- Invigilate examinations to the standard required by the British Council Examinations Service and the relevant Exams Boards.
- Actively monitor candidates during tests to make sure that there is no violation of test conditions.
- Ensure all material is accounted for and handed over securely to the supervisor.
- Complete and maintain accurate records of exam assignments. Complete all reports, logs and claims accurately as required by British Council Examinations Services.
- Follow all relevant guidelines and policies in the areas of: Data Protection, Child Protection, Health & Safety, Equal Opportunities and Diversity, and Anti-Fraud.
- Training and development:
 - Attend all briefing and training sessions as requested by the British Council Examinations Services Centre.
 - Complete all mandatory training modules: Data Protection and Child Protection, Health & Safety.

Dates : From Jul. 2016 till Jun. 2017
Employer : Brego Company for food industries
Job title : Chemist
Job Description :

- Perform documentation for all microbiological activities.
- Perform daily equipment calibration and check.
- Analyze finished products, and raw materials tests.

Dates : From Oct. 2015 till Feb. 2016
Employer : Medi-Consult (medical insurance company)
Job title : Customer Service Agent
Job Description :

- Analyze customer's complaints and recommend solutions.
- Discuss with customers on telephone and provide information on the company's services.
- Call up customers who had previously called to complain to know if their

challenges have been resolved and to ensure that they are now satisfied.

- Send mails, and other forms of correspondences to customers.