

101492-ELE-Em-E-2016
Teaching Assistant / Technical Office Engineer

Holds a B. Sc. in Electrical Power & Computer Control Engineering and has about 6 years experience working in technical office and sales.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 01/11/1993
Gender : Female
Marital Status : Single
Residence : Nasr City, Cairo

EDUCATION

- : B. Sc. in Electrical Power & Computer Control Engineering, Arab Academy for Science and Technology and Maritime Transport, 2016
- : Studying for Master of Electrical Engineering, Arab Academy for Science and Technology and Maritime Transport (from 2017 till now)
- : Secondary Education: Nermine Ismaiel Language Schools, Cairo, 2011

LANGUAGES

Arabic : Native Language
English : Fluent

COMPUTER SKILLS

- : Windows, MS Office (Word, Excel, Power Point), Internet
- : MS Project
- : C, Arduino, Matlab, Eagle, LabView, AutoCAD, Etap

TRAINING COURSES AND CERTIFICATIONS

- : Training at ENPPI at the electrical engineering division (Aug. 2015).
- : Training at THE ARAB CONTRACTORS at the mechanical & electrical project division (Jun. 2015).
- : LabView programming language course.
- : Occupational Safety and Health at NIOSH (National Institute of Occupational Safety & Health) (Jun. 2019).
- : Electrical Distribution (Schneider Electric).
- : Classic Control.
- : English: TOEFL (2020).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From 2016 till now (full time)
Employer : Egyptian Chinese University (Energy and Renewable Energy Department)
Job title : Teaching Assistant
Job Description :

- Supervised on energy and renewable energy department training at Egyptian Aviation Academy (Power generation and Maintenance sector).
- Administrative works: Quality Assurance, Admin of education learning site.
- Admission works:
 - Manage the admissions processing of a portfolio of programs in close liaison with academic departments, applying agreed criteria to make admissions decisions consistently and fairly.
 - Process incoming applications for all degree programs, checking qualifications, the validity of decisions and authenticity of results.
 - Enter decisions and generate offers using the University Student Record system and other databases with the aim of 100% accuracy.
 - Monitor the responses of applicants to decisions and provide data to Faculty and Departments on applicant status and workflow.
 - Liaise regularly with both academic and administrative staff.

Dates : From 2019 till now (part time)
Employer : Arab Academy for Science and Technology and Maritime Transport (power and computer control department)
Job title : Teaching Assistant

Employer : Electro George International Co. for Electrical & Electronics Industries (General Electric & Siemens system partner panel builder)
Job title : Technical & Quotation Engineer
Job Description :

- Make accurate study for technical specifications and ensure its compatibility with customer needs to submit suitable technical quotation.
- Prepare the technical quotation according to specifications and develop any alternative technical solutions to satisfy customer needs.
- Provide technical support to sales engineers regarding the submitted quotations and follow up their communication with customers.
- Responsible for making any requested technical or financial amendments on the submitted quotations.
- Continuously update the form of technical quotation to be more competitive in the market.
- Continuously search for and evaluate the specifications of new products.

Employer : MEMICO (systems partner panel builder Schneider Electric)
Job title : Marketing & Sales Engineer

Employer : Otak Egypt for International Trading and Contracting
Job titles :

- Marketing Support Specialist
- Earthing & Lightning Technical Office Engineer

Skills:

- Developing tender and contract requirements.
- Marketing.