101646-ELE-5CEn-E-2017

Technical Office Engineer

Holds a B. Sc. in Electrical Power Engineering and has over 5 years experience working in construction, technical office, quantity survey, tender and quotation.

PERSONAL DATA

Nationality : Egyptian Birth Date : 28/08/1994

Gender : Male Residence : Qena

EDUCATION

B. Sc. in Electrical Power Engineering, South Valley (Qena) University, 2017

LANGUAGES

Arabic : Native Language

English : Very Good

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: Classic Control, Egyptian Engineers Syndicate.

: PLC, Jelecom.

Electrical Distribution – Schneider Electric.

: Embracing Unexpected Change – LinkedIn.

Developing Your Emotional Intelligence – LinkedIn.

Solving Business Problems – LinkedIn.

Critical Thinking – LinkedIn.

: Critical Thinking for Better Judgment and Decision-Making – LinkedIn.

Excel: Advanced Formulas and Functions – LinkedIn.

: Critical Thinking and Problem Solving – LinkedIn.

: Word 2016: Forms in Depth – LinkedIn.

BIM Foundations – LinkedIn.

: Time Management Fundamentals – LinkedIn.

: Learning Word 2021 – LinkedIn.

: Stepping Up Your Webcam Video Presence – LinkedIn.

Electrical Systems: Reading Drawings and Schematics – LinkedIn.

: Word 2021 Essential Training (Office 2021/LTSC) – LinkedIn.

: Construction Estimating: Specifications and CSI MasterFormat – LinkedIn.

: Strategic Negotiation – LinkedIn.

: How to Prepare for Your Negotiations – LinkedIn.

: Project Management Simplified – LinkedIn.

: Six Sigma Foundations – LinkedIn.

Introduction Quality Management & Quality Assurance – Udemy.

: ICDL

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Oct. 2022 till now

Employer : MADKOUR

Job title : Technical Office Engineer

Dates : From Nov. 2021 till Sep. 2022
Employer : Giza Cable Industries (gc3)
Project : Hayah Karima Project in Qena
Job title : Technical Office Engineer (On-Site)

Job Description

Preparing & Revision of Single Line diagrams of Medium and low voltage

networks.

Upgrade the infrastructure network of villages in Qena, including installing Cables Kingles.

installing Cables, Kiosks.

Prepare RFI and discuss the matter with the consultant.

• Revision of the technical data and electrical calculations sent by the

consultant.

 Preparing & Revision the project documents including: As-built drawings, Subcontractor Invoices, inspection Requests, material submittal, weekly

reports.

Dates : From Nov. 2020 till May 2021

Employer : Safeco Group

Job title : Quantity Survey & Tender Engineer

Job Description : • Review the project documents: Drawings - BOQ - Specs - Vendor list,

Scope of work (SOW).

Prepare requests for Quotations for suppliers.

Receiving and reviewing the Quotations from Suppliers.

Prepare Requests for information for missing, unclear matters.

Check the Electrical drawings and make the Electrical Surveys Tasks &

Bill of Quantities.

• Communicate with Suppliers to get the best offer.

Dates : From Jan. 2020 till Aug. 2020

Employer: ARABTECH for Electrical Industries (ABB Panel Builder)

Projects: Commercial, Residential Projects

Job title : Quotation Engineer

Job Description : • Review project documents including Drawings, Bill of Quantity,

Specifications and Vendor list.

 Create and complete Quotation / Estimation based on customer Specifications / Budget to achieve both market Competition and high Margin for the company.

Communicate with the customer to update the Technical/Commercial

Offer according to updates.

Dates : From Nov. 2017 till Jan. 2020

Employer : ALO EGYPT for Integrated Business

Project: Abu Sultan Infrastructure Project in Ismailia

Job title : Technical Office & Site Engineer

Job Description : • Supervise site activities and assure conformity with Technical Design.

Providing Technical advice and solving problems on-site.

 Plan and coordinate activities with Subcontractor & Consultant Engineers.

 Executing the complete Medium Voltage & Low Voltage Networks (Medium Voltage Switchgear, Underground Cables, Substations).

Testing & Commissioning.

 Preparing project documents including: As-built drawings, inspection Requests, Invoices, weekly reports.

Field of experience:

 Good experience in Infrastructure Electrical Distribution, Design and Execution of Medium Voltage and Low voltage with all related Systems including RMU, Transformers, Earthing and Electric Cables Installation.

- Experience in working on BOQ, Specs, and Vendor lists of Different Projects.
- Skills:
 - Strategic Negotiation.
 - Time Management.
 - Team Management.
 - Site Management.
 - Site Inspections.
 - Schematic.
 - Electrical Wiring.
 - Computer-Aided Design (CAD).
 - Project Management.
 - Construction Drawings.