### **101696-ELE-59DEG-E-2012** Proposal Manager

Holds a B. Sc. in Electrical Engineering (Computer & Control Dept.) and MBA. Has over 8 years hands-on experience. His experience spans both the technical aspects of system design and configuration, workflow processes refinement, and onsite organizational efficiency optimization, to project management duties like pre-feasibility studies, quotation and quality management.

# PERSONAL DATA

Nationality	:	Egyptian
Gender	:	Male
Residence	:	Cairo

# EDUCATION

- : B. Sc. in Electrical Engineering (Computer & Control Dept.), Misr Higher Institute for Engineering and Technology, 2012
- : MBA (Master Business Administration), University of the West of England, UK (Jan. 2017 Jan. 2018)

### LANGUAGES

Arabic	:	Native Language
English	:	Very Good

### COMPUTER SKILLS

- : Windows, MS Office, Internet
- : AutoCAD
- : Primavera
- : PVSyst
- : PV\*SOL

### TRAINING COURSES AND CERTIFICATIONS

- : Business Development and Proposal Strategy, Beit Al Karma, Online and Self-learning (ongoing): Focus on competencies in the following areas: information research and management, planning, development, management, sales orientation, behaviour and attitude.
- : Project Management and PMP Preparation, AUC (50 hours): International recognized project management standards including project management processes mapping, work breakdown structure, project management framework, project life cycle/phases, project charter, planning techniques (PERT and CPM), organizational structure, schedule control, schedule compression (crashing, fast tracking), cost control, quality control, risk planning processes, procurement management.

- : Primavera and Advanced Primavera, AUC (70 hours): Managing multiple projects and sub-projects, advanced topics in scheduling (constraints and milestones), resource loading and resource levelling, resource and cost reports, define project database with custom data item global change, matrix report and report writer, updating, tracking resources and cost.
- : AutoCAD, AUC (35 hours): Setting the AutoCAD environment, drawing, constructing and editing commands, working with layers, dimensioning and text, blocks, multiline and polyline and file utilization, 2D applications, advances 2D features, wire frame, surface modelling and solid modelling, editing 3D model and visualizing 3D space, shading, rendering, light, materials.
- : Chartered Management Institute, UK (Jan. 2018): Level 7 Diploma Strategic Management and Leadership.
- : Programmable Logic Controllers (PLC) advanced course (45 hours): Ladder Diagram Programming, analog I/O Configurations, and series/parallel circuits.
- : Microcontroller advanced course (45 hours): Sensors, actuators, interrupts and exceptions, analog interface and serial communication.
- : Distributed Control System (DCS): Function Block Programming, remote interfacing data Configuration.
- : Soft and communication skills training (35 hours).
- : Internships at:
  - Folium Optics Ltd, UK (from Sep. 2017 till Jan. 2018):
    - Develop a marketing audit and analyse the international market.
    - Provide a feasibility study and a marketing plan.
  - British Red Cross, UK (from Jun. till Sep. 2017):
    - Design and implement recommended product.
    - Measure the outcome from the services using Star model.
    - Provide a training plan to volunteers.
    - Service improvement, service provision, and the customers service experience.
  - EUROSOL, Greece (Jul./Aug. 2015):
    - Prepare a pre-feasibility study and calculate the energy output.
    - Design grid connected, off-grid and hybrid PV systems configurations.
  - ERCC / Norensa, Egypt (Jan./Feb. 2014):
    - Photovoltaic system components and configurations.
    - Calculate PV arrays, inverter sizing and design utility-interactive PV systems.
  - PowerServ, Egypt (Oct./Nov. 2012 and Jul./Aug. 2014):
    - Instrumentation temperature and pressure sensors, flow meters and the respective transmitters for steam boilers at Ain Al-Sokhna 2x650MW Power Plant.
    - Install grid connected PV system on EGYPTERA building 13.72 KWP.
  - Power System Projects (PSP) Company, Egypt (Aug. 2010):
    - Alstom DCS System, Function Block Programming.
  - Middle Delta Electricity Production Company, Egypt (Jul./Aug. 2009 and Jul. 2010):
    - 750MW Module consists of Two gas turbine each one 250MW and one steam turbine 250MW.
    - Power Plant Switchyard 220/66/11KV type gas insulated system (GIS).

# CHRONOLOGICAL EXPERIENCE RECORD

Dates Employer Job title Job Description	<ul> <li>From Oct. 2018 till now</li> <li>Firnas Shuman</li> <li>Proposal Manager</li> <li>Lead proposal preparation, coordinate and assist staff in making proposal contributions.</li> <li>Review and edit proposals to ensure content is well-written and effectively communicates win solution.</li> <li>Build and maintain successful relationship, effectively communicate with company partners and clients.</li> <li>Ensure timely and accurate response to the proposal clarifications.</li> <li>Develop and implement proposal preparation process, including related templates.</li> <li>Follow up on proposals preparation and submission deadlines.</li> </ul>
Dates	: Nov. 2018 (part time)
Employer	: El Serafy Engineering
Job title	: Planner
Job Description	<ul> <li>Develop detailed task lists and work effort assessment.</li> </ul>
·	<ul> <li>Plan, coordinate activities of assigned projects to develop and implement procedures, processes and systems.</li> </ul>
Dates	: From Nov. 2015 till Jul. 2016
Employer	: EUROSOL / The Solar Energy Co.
Job title	: Senior Project Engineer
Job Description	<ul> <li>Provide technical and commercial offers after analyse tender specifications/drawings.</li> </ul>
	<ul> <li>Analyse, document and communicate contractual, technical and commercial terms and conditions relative to the company standard.</li> <li>Provide budget, tracking projects updates and modifications.</li> </ul>
Dates	From Jan. 2014 till Oct. 2015
Employer	: The Solar Energy Co.
Job title	: PV System Engineer
Job Description	<ul> <li>Review PV components datasheets and technical specifications.</li> </ul>
	Design PV system configurations and provide a description of its
	functionality in the residential/commercial sectors.
	<ul> <li>Site visits to prepare pre-feasibility assessments and layout design.</li> <li>Develop projects for end-users and verify designs for installation</li> </ul>
	companies.
	Recommend optimal solar system solution for end users.
	<ul> <li>Prepare, submit and follow up on quotations and invoices.</li> <li>Organize events and manage company beeth during conferences.</li> </ul>
	<ul> <li>Organize events and manage company booth during conferences, e.g. Solar-Tech 2014, Euro-Egyptian Energy Day.</li> </ul>
	<ul> <li>Manage the company website and other IT tasks.</li> </ul>

Dates Employer Job title Job Description	<ul> <li>From May 2013 till Dec. 2013</li> <li>E-Consult Co.</li> <li>Low Current System Design Engineer</li> <li>Design low current systems (Fire Alarm, Data networks, Telephone, Sound and CCTV) and Submit BOQ, specification, single-line diagrams according to the Egyptian Electrical Code.</li> </ul>
Dates Employer Project Job title Job Description	<ul> <li>From Oct. 2012 till Apr. 2013</li> <li>E-Consult Co.</li> <li>Roots Steel Factory Project Site</li> <li>Electrical Site Engineer</li> <li>Responsible for contractor technical submittals review.</li> <li>Site supervision, material inspections and implementing designs / specification.</li> <li>Revise contractor invoices and review of the contractor's documents.</li> <li>Daily report to the head office and participate in progress meetings.</li> </ul>

#### <u>Key Skills:</u>

- Business development.
- Electrical.
- Project Management.
- Project Planning.
- Renewable Systems Design.
- Computer.
- Automation.
- Control systems.