

Holds a B. Sc. in Mechanical Engineering and has over 3 years hands-on experience working in design and technical office.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 21/03/1993
Gender : Female
Marital Status : Single
Residence : Nasr City, Cairo

EDUCATION

: B. Sc. in Mechanical Engineering, Helwan University, 2016
: Secondary Education: Mubarak Language School, 2011

LANGUAGES

Arabic : Native Language
English : Fluent

COMPUTER SKILLS

: Windows, MS Office, Internet
: AutoCAD
: Fire Elite
: Hourly Analysis Program (HAP)
: Engineering Equation Solver (EES)
: Revit

TRAINING COURSES AND CERTIFICATIONS

: Communication and presentation skills.
: Research paper writing.
: Photovoltaic system sizing and implementation.
: Wind energy fundamentals.
: Summer training at New and Renewable Energy Authority (NREA):

- Thermal Solar Energy.
- Photovoltaic Energy.
- Biomass and Biofuel.
- Wind Energy.

- : Summer training at Car Gas Company:
 - Car service and maintenance.
 - Used fuel conversion in small vehicles from Petroleum to Natural gas.

CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Oct. 2019 till now
- Employer** : EGY-MAINT for Engineering & Contracting
- Job Description** :
- Kafr El-Sheikh Oncology Hospital Project:
 - Working as Technical Office Engineer, preparing shop drawing for all mechanical works (firefighting, HVAC, plumbing and composite drawing).
 - Preparing all mechanical calculation such as (fire elite hydraulic calculation, calculation for Booster pump, submersible pump, sump pit and external static pressure for HVAC equipment).
 - Preparing all material submittals.
 - Coordination for all MEP systems.
 - Hyde Park Project:
 - Working as Technical Office Engineer, preparing shop drawing for all mechanical works (firefighting, plumbing and composite drawing).
 - Preparing all material submittals.

- Dates** : From Jan. 2019 till Oct. 2019
- Employer** : Argonaut for mechanical and electrical works
- Job title** : Technical Office Engineer
- Job Description** :
- Tendering Projects:
 - R5 in new capital.
 - Alamien towers.
 - QNB bank.
 - Design, shop drawing, as built and calculation projects:
 - Administrative Control Authority in new capital.

- Dates** : From Jan. 2018 till Jan. 2019
- Employer** : Nile Company for firefighting (NCFEFT)
- Job title** : Technical Office Engineer
- Job Description** :
- Tendering Projects:
 - October Hospital in October.
 - Watania factory in Sadat City.
 - Algiburi Hotel in Iraq.
 - Bank Misr in Cairo.
 - SEDICO factory in October.
 - Palm Valley in October.
 - Tanta Hospital.
 - Kena Hospital.
 - Mahalet Marhoom Hospital.
 - Banha General Hospital.

- Sohag Hospital.
- Elsadat Hospital.
- Elhadaf Project.
- Bahr Elbakr Hospital.
- Assiut Hospital.
- Egyptian Ambulance Building Project.
- Alexandria Free Zone Project.
- Design, shop drawing, as built and hydraulic calculation using Fire Elite program projects:
 - Tanta Hospital.
 - Mahalet Marhoom Hospital.
 - Manflood Hospital.
 - Edfo Hospital.
 - Port Said Hospital.
 - Katameya Clinic Hospital.
 - SEDICO factory.
 - Watania factory.

Dates : From Jun. 2017 till Dec. 2017
Employer : Tiba Contracting Co.
Job title : Technical Office Engineer

Dates : 2016
Employer : Green Focus and Consultancy
Job Description : Technical Engineer (for 4 months), having experience in designing PV systems, analyzing tenders, making technical reports and financial offers.

Field of experience :

- Participate in implementing technical office policies and procedures.
- Study the project contract documents (time schedule, project design).
- Study and prepare requests for information (RFIs) for all missing, unclear, conflicting or other technical matters that may arise during construction.
- Prepare shop drawings to (firefighting, HVAC and plumbing systems), coordinate their approval process with the project and hand over the approval drawings to site engineer.
- Prepare as-built drawings at the end of the project and hand over to the project consultant.
- Preparing tender documentation including cost summary, sheet, risks assessments and approval documentation.
- Submitting complete tender proposal to meet customer deadlines.
- Complete tender follow up and negotiation.
- Build and maintain pricing / estimating data bases and ensure outturn costs are captured and fed back.
- Using Fire Elite program for hydraulic calculation and bill of quantities.
- Design the HVAC system using HAP software for load calculation, duct design by Macway software, pipe sizing, and distribution of air outlet, chiller selection, fan coil selection and external static pressure calculation by using ASHRAE Duct Fitting software.
- Preparing booster pump, submersible pump, sump pit and water tank

calculations.