

Holds a B. Sc. in Civil Engineering and has about 1 year experience working as Technical Office Engineer, Document Controller and Drafter.

PERSONAL DATA

Nationality : Egyptian
Gender : Female
Residence : Cairo

EDUCATION

: B. Sc. in Civil Engineering, Helwan University, 2016

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office, Internet
: AutoCAD

TRAINING COURSES AND CERTIFICATIONS

: AutoCAD 2D Essentials (2016).
: General English Course (British Council) (2018).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Oct. 2019 till Apr. 2020
Employer : UNIVERSAL CONTRACTING (UNICO)
Projects :

- Fouka Bay (infrastructure)
- El Monte Galala
- New Giza
- Hyde Park

Job title : JUNIOR TECHNICAL OFFICE ENGINEER
Job Description :

- Preparing and filling contract forms for each sub-contractor.
- Making price logs for all sub-contractors for all projects and updating it.
- Connecting to site engineers regarding contract requests such as payment method and percentage of works for each sub-contractor.
- Comparing unit prices between contract request and price log for each

- sub-contractor (all projects).
- Dealing with BOQs.
- Quantity Surveying for tendering (Plumbing).

Dates : From Mar. 2018 till Jul. 2018
Employer : Horizons Union Oil Fields Operating Services LLC (Egypt Branch)
Job title : Document Controller & Drafter
Job Description :

- Worked as a Drafter as per ADNOC ONSHORE standards.
- Preparing Daily and Monthly Reports.
- Coordinating all projects between Egypt Office and Abu Dhabi Office.
- Receiving Technical Comments Regarding Project Drawings.
- Participate in resolving/reporting any unexpected technical difficulties.
- Preparing work status schedules to keep track on progress.