

Holds a B. Sc. in Petroleum & Petrochemical Engineering and has over 2 years experience working as Tendering Engineer and Technical Sales & Operations Engineer.

## PERSONAL DATA

Nationality : Egyptian  
Birth Date : 10/03/1994  
Gender : Female  
Residence : Mokattam, Cairo

## EDUCATION

- : B. Sc. in Petroleum & Petrochemical Engineering (Credit Hours System), Cairo University, 2016
- : Studying for M. Sc. in Green Process Engineering (Credit Hours System), Cairo University, from 2018 till now
- : Secondary Education: Nobel Language School, Cairo, 2011

## LANGUAGES

Arabic : Native Language  
English : Very Good

## COMPUTER SKILLS

- : Windows, MS Office (Word, Excel, Power Point), Internet
- : Hysys
- : Matlab

## TRAINING COURSES AND CERTIFICATIONS

- : Internships at:
  - Engineering for the Petroleum and Process Industries (ENPPI) (Aug. 2015).
  - Egyptian Petroleum Research Institute (EPRI) (Jul. 2015).
  - Badr El Din Petroleum Company (Bapetco) (Aug. 2014).
  - Middle East Oil Refinery (MIDOR) (Jun. 2014).

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Nov. 2017 till now  
**Employer** : Tecno Group, New Cairo

- Job title** : Tendering Engineer
- Job Description** :
- Manage cost preparation responsibilities.
  - Preparation comparisons to sub-contractors and suppliers (technical + commercial) and analysis of prices, select the category that will be included in the tender.
  - Review the tender documents to be sent to agreed sub-contractors and suppliers.
  - Prepare technical & commercial proposals.
  - Attend clarification meetings with Client when required.
  - Ensure that tenders meet company commercial guidelines.
- Dates** : From Jan. 2017 till Sep. 2017
- Employer** : A-plus Services, Maadi
- Job title** : Technical Sales & Operations Engineer
- Job Description** :
- Equipment audit and storage supervision.
  - Technical support for Casing and Cementing services scope.
  - Putting sales plan for each quarter, distribute tasks on team members and identify our sales targets.
  - Identify current and future customer requirements by establishing personal rapport with potential and actual customers.
  - Providing product, service or equipment technical and engineering information by answering questions and requests.
  - Preparing orders and submitting tenders.
- Dates** : From Jun. 2016 till Jan. 2017
- Employer** : Bricks4Kidz Egypt
- Job title** : Program & Operation Manager
- Job Description** :
- Supervising staff and dividing responsibilities to ensure performance.
  - Manage phone calls and e-mails.
  - Prepare presentations/proposals needed.
  - Ensure that the process and employees are working smoothly and efficiently.
  - Handling invoices with clients and accounting department.
  - Handling clients' requests and concerns.
  - Recruiting process for all positions.
  - Operating a program of suitable learning and playing activities to develop children's personality.
- Dates** : From Mar. 2013 till Jun. 2016 (during education)
- Employer** : Bricks for Kids, 6th of October
- Job title** : Lead Instructor
- Dates** : From Jan. 2013 till Feb. 2013 (during education)
- Employer** : Nutty Scientist, New Cairo
- Job title** : Instructor