

105987-CVL-456CDE-E-2013
Technical Office Assistant Manager

Holds a B. Sc. in Civil Engineering and has over 9 years experience working in construction, design and technical office.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 30/11/1989
Gender : Male
Residence : Helwan, Cairo

EDUCATION

- : B. Sc. in Civil Engineering, Misr Academy for Engineering and Technology – Mansoura, 2013
- : Studying for Master of Engineering Management (MEM), Arab Academy for Science and Technology (from 2019 till now)

LANGUAGES

Arabic : Native Language
English : Excellent

COMPUTER SKILLS

- : Windows, MS Office, Internet
- : Primavera P6
- : AutoCAD 2D
- : SAP 2000
- : Tekla Structure
- : Staad Pro
- : Revit
- : Python Programming Language
- : Cutting Optimization

TRAINING COURSES AND CERTIFICATIONS

- : Professional Site Engineer Diploma (Ain Shams University), Diploma content is divided into 3 parts with a total of 120 hours:
 - Reinforced concrete and foundations.
 - Materials, decoration and insulation.
 - How to manage the site and labors.

- : Data analytics challenge track (FWD – Ministry of communication – Udacity platform), this course is qualifying to work as:
 - Data Entry Specialist.
 - Statistical Reports and Presentations Editor.
- : HR analytics course (leaders' consultant and training – HRCI/USA), this course is about human resources metrics and analytics.
- : Trainee Civil Engineer at Arab Contractors Company (4 months): Training in one of its projects as a Trainee Site Engineer at El-Gharbia governorate / Training in its training center to study finishing works.
- : Trainee Civil Engineer at Mokhtar Ibrahim Company (3 months): Training in one of its projects as a Trainee Site Engineer at El-Gharbia governorate.
- : ICDL certificate.

CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From 2018 till now
- Employer** : Alex for Construction – Talaat Mostafa (TMG)
- Job title** : Technical Office Assistant Manager
- Job Description** :
- Manage, review and create workshop drawings using Tekla Structure and AutoCAD.
 - Review technical submissions and design layouts as well as material submittals from contractors.
 - Maintain organized and detailed records and documents of all projects (i.e. working drawings, quantity surveying, purchase orders.) and coordinate with different teams to get these documents issued.
 - Manage, review and create the QS of all technical items.
 - Supervise and review the preparation of construction method statements with construction personnel.
 - Communicate the projects' progress and problems/risks/concerns to Senior Management.
 - Prepare technical material submittals.
 - Attend progress meetings, discuss and suggest technical proposals.
 - Review third-party invoices & client invoices.
 - Maintaining organized and detailed project records.
 - Manage the Technical Office teams on Technical and Department issues.
 - Lead by example the team of multi-disciplinary Section engineers by delegating work according to specialism, project priorities, technical challenges, and contractual milestones.
 - Review and coordination of all engineering design submittals from contractors, as well as following up site supervision, design conflicts, and variation orders for the client.
 - Take part in project and risk management reviews.
 - Coordinate between the construction and contractors' engineering teams ensuring that all requirements are conveyed clearly and delivered upon.
 - Close monitoring of staff, contractors, consultants, and suppliers' activities.
 - Check the quality records of the work executed.
 - Implement and solve technical problems that arise.
 - Control and maintain the safe, smooth progress of construction works.
 - Manage, review and create material take-off and procurement

processes.

- Take part in the project management review and risk management review.

Dates : From 2014 till 2018
Employer : Industrial Engineering Company for Construction and Development (ICON)
Job title : Senior Technical Office Engineer
Job Description :

- Racking Systems Design Department:
 - Shop drawing for steel racks products.
 - Quantity Surveying and Preparing design drawings.
 - Preparing fabrication orders for factory.
 - Making quotation for the projects.
 - Contact sales team and erection team for any technical clarifications.
 - Study tenders.
 - Contact professional staff.
 - Visit sites for surveying.
 - Attend clients' meetings for any technical clarifications.
- Erection Department:
 - Project: Zohr Field for gas – Port Said >>> Work as a Project Manager (Erection of 2000 m2 Steel Coled Formed Warehouse (Jun./Jul. 2017).
 - Project: Spanish Company for yeast (Lesseffre) – Alex >>> Work as a Project Manager (Erection of 1500 m2 steel warehouse - narrow aisle system) (from Nov. 2017 till Jan. 2018).

Dates : From Aug. 2013 till 2014
Employer : Diamond for General Contracting
Projects :

- Dar Masr Project, which constructed by Ministry of housing, it consists of 59 buildings each building is 6 stories at El-Obour City - Cairo
- Construction of 4 buildings, 6 offices and repairing 3 buildings at military agrod hospital – Suez, the work include reinforced concrete and finishing works

Job title : Site Engineer
Job Description :

- Overseeing building work.
- Undertaking surveys.
- Problem solving.
- Liaising with professional staff.
- Setting out the works in accordance with the drawings and Specification.
- Quantity surveying.