

**105997-CVL-E-E-2013**  
**Planning & Technical Office Engineer**

Holds a B. Sc. in Civil Engineering and has over 5 years hands-on experience working mainly in technical office field.

## PERSONAL DATA

Nationality : Egyptian  
Birth Date : 09/09/1990  
Gender : Female  
Marital Status : Single  
Residence : Nasr City, Cairo

## EDUCATION

: B. Sc. in Civil Engineering, 2013  
: Studying for Master degree at Alexandria University

## LANGUAGES

Arabic : Native Language  
English : Fluent

## COMPUTER SKILLS

: Windows, MS Office, Internet  
: SAP, AutoCAD, Primavera, Etabs, Safe, AutoCAD structures detailing, etc.

## TRAINING COURSES AND CERTIFICATIONS

: Training at Arab Contractors Company (Osman Ahmed Osman & Co.), K.F.S, Egypt (from Jun. till Aug. 2009).  
: Training at Sakr Qoreesh Construction Company, Cairo - Almaadi Towers Project B+G+11 (from Jun. till Aug. 2008).

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Sep. 2018 till now  
**Employer** : EBC (Egyptians Builders for Contractions), Cairo, Egypt  
**Project** : Cairo Capital Centre  
**Job title** : Planning & Technical Office Engineer  
**Job Description** :

- Work for the project's schedule on Primavera.
- Inventory of Quantities and work of abstracts.
- Shop drawing on AutoCAD structures detailing.

**Dates** : From Mar. 2018 till Aug. 2018  
**Employer** : EL-MADAR ENGINEERING PROJECTS, Cairo, Egypt  
**Project** : EAST SOHAG 500/220/66/22KV GIS S/S  
**Job titles** : Planning Engineer, Coordinator Manager Engineer  
**Job Description** :

- Work for the project's schedule.
- Inventory of Quantities and work of abstracts.

**Dates** : From Oct. 2017 till Feb. 2018  
**Employer** : Shihb Aljazirih Construction, Cairo, Egypt  
**Projects** : Al Shorouq buildings and Al Mahalla industrial complex  
**Job titles** : Senior Technical Office Engineer, Planning Engineer  
**Job Description** :

- Contractor submittal reviewing such as sub-contractor's pre-qualification, documents, material submittal, technical documents, shop drawing, etc.
- Work for the project's schedule.
- Inventory of Quantities and work of abstracts.

**Dates** : From Feb. 2017 till Sep. 2017  
**Employer** : Delta Company for Housing and Construction, Cairo, Egypt  
**Project** : Elmadina Towers in Sidi Salem  
**Job titles** : Site Engineer, Technical Office Engineer  
**Job Description** :

- Site inspection for civil works which includes structural & finishing works.
- Ensuring that the whole works are as per project specifications according to the quality standards.
- Monitoring the progress of work with respect to the master program.
- Frequent safety inspection & issue site instructions against violation.
- Analysis & recommendations of claims for EOT & VO.
- Contractor submittal reviewing such as sub-contractor's pre-qualification, documents, material submittal, technical documents, shop drawing, etc...

**Dates** : From Aug. 2014 till Jan. 2017  
**Employer** : Osama El Kassas Group, Cairo, Egypt  
**Project** : Baltaim Central Hospital  
**Job titles** : Resident Engineer, Site Engineer, Technical Office Engineer  
**Job Description** :

- Site inspection for civil works which includes structural & finishing works.
- Ensuring that the whole works are as per project specifications according to the quality standards.
- Monitoring the progress of work with respect to the master program.
- Frequent safety inspection & issue site instructions against violation.
- Analysis & recommendations of claims for EOT & VO.
- Contractor submittal reviewing such as sub-contractor's pre-qualification, documents, material submittal, technical documents, shop drawing, etc...

**Dates** : From Mar. 2014 till Jul. 2014  
**Employer** : JICA Cairo, Egypt  
**Project** : Establishing a sustainable water-saving irrigation system in Egypt

- Job titles** : Site Engineer & Team Leader
- Job Description** :
  - Supervision the irrigation works and all civil works in addition to carrying out bridges above irrigation canals.
  - Making reports & data analysis.
- Dates** : From Aug. 2013 till Feb. 2014
- Employer** : Research & Engineering Consultant Centre, K.F.S University, Egypt
- Projects** :
  - Conferences hall bldg. (B+G+4), project value: 300,000,000 L.E
  - Infra-structure works "Roads, drinking water, drainage system & network cables", project value: 450,000,000 L.E
- Job title** : Site Engineer
- Job Description** :
  - Supervision execution of the constructions and assuring that the work is as per the final issued construction drawings.
  - Ensuring the quality of building materials through various tests.
  - Coordination with sub-contractors for a smooth flow of work.
  - Preparing daily reports about work flow and coasting sheets of the project.
  - Making productivity report and analyzing.
  - Preparing daily running accounts bills.
- Field of experience** :
  - Professional experience in supervision and site inspection of site works, assuring quality of work and materials. Experienced in preparation of daily work schedule and arrangement of material resources.
  - Capacity and confidence to lead a team and the personality to coordinate with contractors and sub-contractors for a smooth flow of works and pass on these skills to my team members.
  - Familiar with usage of engineering apparatus specially surveying apparatus.
  - Skills:
    - Design concrete structures.
    - Implement concrete structures.
    - Inventory cost of any project items.
    - Read charts and review all plans prior to implementation.
    - Work for the project's schedule.
    - The work of a monthly report showing the position of executive business progress.
    - The work of the client extracts and sub-contractors.
    - Review contracts.
    - Action workshop drawing boards.
    - Preparation of the technical data.