

Holds a B. Sc. in Civil Engineering and has more than 2 years hands-on experience working in technical office field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 18/08/1992
Gender : Female
Marital Status : Single
Residence : Ismailia

EDUCATION

: B. Sc. in Civil Engineering, Suez Canal University, 2015

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel), Internet
: Primavera P6
: ETABS
: SAP 2000
: Revit Structure Essentials
: AutoCAD 2D & 3D

TRAINING COURSES AND CERTIFICATIONS

- : Site Engineer training at THE ARAB CONTRACTOR - OSMAN AHMED OSMAN (from Aug. till Nov. 2014): Responsible for executing several blocks of buildings, including concrete works, form-works, Rebar Fixing from foundations till the ground floor.
- : Site Engineer training at SINAI DEVELOPMENT AUTHORITY (from Jun. 2015 till Jun. 2016): Training in (30 June pivot) more than 10 bridges in Cairo-Ismailia Road, El Salhya Road and El Kasarah Roadetc.
- : Technical Office Engineer training at GENERAL CONTRACTING CO. HASSAN MOHAMED ALLAM (from Aug. till Oct. 2013): Armed Force Project, Nasr Construction of El-Thalatheeny tunnel - Ismailia governorate (2 months): Extraction of quantities for structural and architectural items such as Excavation, P.C and R.C raft & wall, beams, Column, Block work,

slabs, finishing works etc. from the design drawing and comparative study with the BOQ for tender submission. Preparing Payment Certificates and bills for sub-contractor, finalizing Sub-contractor claims by checking and certified quantity as per drawing as well as from the executed work at site. Creating bar bending list for steel reinforcement and make some shop drawings of concrete dimensions and its reinforcement for site installations.

: ICDL

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Feb. 2017 till now
Employer : Sinai University
Job title : Technical Office Civil Engineer
Job Description :

- Planning and undertaking scheduled maintenance.
- Responding to breakdowns.
- Diagnosing faults.
- Managing budgets.
- Creating maintenance procedures.
- Managing stocks of supplies and equipment.
- Managing parts of construction projects.
- Checking technical designs and drawings to ensure that they are followed correctly.
- Co-ordinate design of temporary and permanent works.

Dates : From Jun. 2016 till Dec. 2016
Employer : RAMCO FOR CONTRACTING & TRADING
Project : Finishing Works in Banque Misr
Job title : Site & Technical Office Engineer
Job Description :

- Supervise the finishing works for Banks and hotels like plastering, vitrified & Granite flooring.
- Supervise the site Execution for interior finishing works.
- Organize, supervise, monitor and control construction activities.
- Supervise after RCC, plumbing, tiling, plastering, brickwork, finishing, water proofing, etc...

Dates : Apr. 2016
Employer : CONCRETE SURGEONS
Project : Ismailia Tunnels
Job title : Site Engineer
Job Description :

- Managing parts of construction projects.
- Overseeing building work.
- Undertaking surveys.
- Setting out sites and organizing facilities.
- Checking technical designs and drawings to ensure that they are followed correctly.
- Ensuring projects meet agreed specifications, budgets or timescales.
- Liaising with clients, subcontractors and other professional staff, especially quantity surveyors and the overall project manager.

- Providing technical advice and solving problems on site.
- Preparing site reports and filling in other paperwork.
- Liaising with quantity surveyors about the ordering and negotiating the price of materials.
- Ensuring that health and safety and sustainability policies and legislation are adhered to.

Employer : EL SAFWA COMPANY
Job title : Technical Office Engineer
Job Description :

- Study, define quantities, request quotations and prepare for the Tech. Manager the comparison sheets for materials to be incorporated in the Project, as per Specifications.
- Prepare shop drawings and have them issued to site.
- Prepare any request for information / clarification to the Engineer.
- Co-ordinate design of temporary and permanent works.
- Prepare data for the progress meeting with Client / Engineer and for the Monthly Report to the Engineer.

Employer : EL GENDY CONSTRUCTION
Job title : Technical Office Engineer
Job Description :

- Prepare shop drawings and have them issued to site.
- Study, define quantities, request quotations and prepare for the Tech. Manager the comparison sheets for materials to be incorporated in the Project, as per Specifications.