

Holds a B. Sc. and a Diploma in Chemical Engineering and has over 6 years hands-on experience working as Cost Team Coordinator, Environmental Engineer and Technical Studies Engineer.

## PERSONAL DATA

Nationality : Egyptian  
Birth Date : 12/12/1987  
Gender : Female  
Marital Status : Single  
Residence : Cairo

## EDUCATION

: B. Sc. in Chemical Engineering, Cairo University, 2011  
: Diploma in Chemical Engineering, Cairo University, 2014

## LANGUAGES

Arabic : Native Language  
English : Very Good

## COMPUTER SKILLS

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

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Jun. 2016 till Oct. 2017  
**Employer** : GS Engineering & Construction  
**Project** : ERC Project, Cairo  
**Job title** : Cost Team Coordinator  
**Job Description** :

- Coordinate with Company Departments on cost related matters.
- Prepare monthly Cost Request for Payment and Invoices between Client and Company.
- Coordinate with Key Construction personnel on cost related matters.
- Participate in and provide detailed Cost Information Reports regarding Additional work and Change Order work.
- Participate in and contribute in meetings within the project.
- Maintain fully updated status and back-up documentation of cost control related matters.

**Dates** : From Jun. 2015 till Jun. 2016  
**Employer** : GS Engineering & Construction  
**Project** : ERC Project, Cairo  
**Job title** : Environmental Engineer  
**Job Description** :

- Continuously monitor and trace Environmental works at Abo Zabaal Landfarm.
- Focal point for communication with Client Representative (WP Geo-Environmental Engineer – WorleyParsons for Resources & Energy).
- Reviewing all documentation work (Management plans - Method statements - Work Reports) provided by Subcontractor and discusses it with Client Representative for its Approval.
- Coordinating and implementing the Environmental Plan requirements in field and providing other environmental field support.
- Participating in meetings with Subcontractors, Contractor and Client Project Teams to follow up Project status, Performance, Schedule and Cost.

**Dates** : From Jun. 2014 till Jun. 2015  
**Employer** : GS Engineering & Construction  
**Project** : ERC Project, Cairo  
**Job title** : QC/QA Environmental Engineer  
**Job Description** :

- Witness inspection, testing and certify results.
- Continuously monitor Environmental works.
- Focal point for communication with client representative (WP Geo-Environmental Engineer – WorleyParsons for Resources & Energy) and report to Site Coordinator / Construction Manager.
- Support Remediation Team and monitor Environmental scheme for Remediation works.
- Coordinate with and advise the construction supervisor about Environmental Monitoring plan requirements.

**Dates** : From Apr. 2012 till Oct. 2013  
**Employer** : ECARU, Cairo  
**Job title** : Technical Studies Engineer  
**Job Description** :

- Preparing technical studies for current situation of Solid Waste Management in Egypt.
- Preparing technical studies for Company Products & Projects to submit to customers and Egyptian Environmental Affairs Agency (EEAA).
- Following up International Environmental Studies and Researches which associated with Company activities.
- Following up and Contact International Environmental Events and Expositions that cover Company activities.