

Holds a B. Sc. in Mechanical Production Engineering and has about 12 years hands-on experience working in technical office field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 19/07/1984
Gender : Female
Marital Status : Married
Residence : Maadi, Cairo

EDUCATION

: B. Sc. in Mechanical Production Engineering, Helwan University, 2006

LANGUAGES

Arabic : Native Language
English : Excellent

COMPUTER SKILLS

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

TRAINING COURSES AND CERTIFICATIONS

- : MATLAB 6.5 (introduction) in Faculty of Engineering at Cairo University.
- : Six Sigma (Quality Control) in Global Max Office.
- : MS Access in First Education Center.
- : Raw Material of Cement Manufacturing Course at "ASCOM" Career Development Center.
- : MS Excel in First Education Center.
- : Training course in how to implementation and development of the Quality Management System according to ISO 9001:2008 in Arab Company for Management systems Development (2007).
- : AutoCAD in Engineering & Technology Computer Center.
- : Environmental awareness and documentation of Total Quality Management (TQM) System course according to ISO 9001:2000 in Arab Company for Management systems Development.
- : Internal Management System Audit course according to ISO 9001:2000 in Arab Company for Management systems Development (2007 & 2010).

- : Training course in the implementation of environmental management systems and occupational health and safety according to the requirements of the standard specifications ISO 14001:2004 & OHSAS 18001/2007 in Arab Company for Management systems Development.
- : Management of Quality Cost program in Arab Company for Management systems Development.
- : Training at SEMAF Factory – Helwan about how to manufacture the main structure of the train and every step in different workshops lead to the final stage.
- : Courses in Faculty:
 - Production management.
 - Operation research.
 - Production planning.
 - Quality assurance.
 - Quality Control.
- : Attend different Conferences like "Youth Leadership Program" in Cairo University sponsored by FRIEDRICH EBERT STIFTUNG.

CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Jan. 2016 till now
- Employer** : AGROSCAPE Contracting Company (Landscape & Infrastructure)
- Projects** : Hyde Park – Marrasi – UP Town Cairo – NEWGIZA – New Fayoum city – Badr City
- Job title** : Technical Office Manager
- Job Description** :
- Review Monthly plans of all projects (Quantities - Invoice % - Contractual Rates – Material needed to achieve the plan).
 - Attend progress meetings, discuss and suggest technical proposal.
 - Preparing subcontractor contracts and supplier contracts.
 - Review and approve technical submittals.
 - Preparing financial offers and Technical offers for any new tender after cooperation in study.
 - Preparing & Review All Types of Claims Analysis (EOT & COST claims).
 - Review & Sign the Invoices of Sub-Contractors.
 - Lettering the technical, Notice for claim and any other letters needed in work cycle.
 - Follow up Purchasing Orders, Technical data sheet & Samples of all Projects.
 - Review logs of all Projects documents (MIR - IR - RFI - SD - NCR).
 - Submit Monthly Schedule Monitoring and updating all Projects.
 - Monitor Progress periodically and Compare it with baseline and provide solutions.
 - Preparing Monthly Progress Reports for Top management.
 - Set up issues alerts for all important contractual and milestone dates.
 - Dealing & Negotiation with Suppliers and subcontractors about prices & work conditions.
 - Supervision all works related to the project (Mobilization - Organization charts - Submittals - Shop drawing - Invoices - Material supply - Equipment - As built - Handover).
 - Create forms serving follow up work cycle in company.

- Dates** : From Feb. 2007 till Jan. 2016
- Employer** : ASEC Company (ASCOM)
- Job Description** :
- Contracting & Contractors Abstracts Section Head (from May 2014 till Jan. 2016):
 - All Responsibilities of Contractors Abstracts Section Head detailed in previous job title.
 - All the contracts with clients regarding Quarries operations, raw materials supply, raw material transportation and equipment rental.
 - Analytical, Review and prepare contracts of clients & Subcontractors and Assignment Orders.
 - The preparation phase of tenders sealed envelope (Commercial & Technical offers).
 - Offer preparations for the clients and tenders follow-up with clients.
 - Creating a full database for vendors and subcontractors considering the evaluation of each detailed contracts and Assignment Orders to 22 project.
 - Work as Internal Auditor of all company's departments.
 - Contractors Abstracts Section Head (from Jan. 2012 till May 2014):
 - Supervision of Daily reports of production.
 - Follow up all company projects on a daily basis (22 Projects).
 - Signature after Review all bills of subcontractors and clients.
 - Prepare weekly and Monthly reports of production data with analysis of shortage in production.
 - Analytical comparison between Actual and Contractual quantities.
 - Prepare incentive of company quarterly.
 - Review incentive of company drivers related by ton.
 - Work as Internal Auditor in company.
 - Technical Office Engineer (from Nov. 2009 till Jan. 2012):
 - Daily reports of production.
 - Review bills of subcontractors and clients.
 - Prepare models of Production data.
 - Work as Internal Auditor.
 - Member of committee to implement ISO project in the company.
 - Quality Engineer (from Feb. 2007 till Nov. 2009):
 - Implement ISO 9001 / 2000 about management systems in the company.
 - Arrangement and coordinate all objects about the project like the following:
 - ❖ Organization charts.
 - ❖ Job descriptions.
 - Different documents and work instruction about all departments.

Achievements:

- Creating work cycle of documents and forms, also developed and linked all the technical offices in all projects to the main technical office in Headquarter.
- Participate in the qualification of ASEC Company for Mining "ASCOM" for the certification of ISO 9001/2008, ISO 14001/2004, OHSAS 18001/2007 in October 2010 until the registration in 2016.

- Design and construction a Major database of Production data to all projects in the company & create follow up system to control input and output abstracts of department.