

Holds a B. Sc. in Civil Engineering and has about 5 years experience working in design, technical office and project control.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 09/09/1994
Gender : Female
Marital Status : Married
Residence : Cairo

EDUCATION

: B. Sc. in Civil Engineering, Helwan University, 2017

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office, Internet
: AutoCAD
: SAP
: SAFE
: ETABS
: REVIT
: CSI Column
: Primavera
: Babel
: Logical

TRAINING COURSES AND CERTIFICATIONS

: Training at El-Shorouk City and Ahmed Zewail New City as a Site & Designer Engineer (Aug. 2016).
: Training at ACE Arab Consulting Engineers (Moharam Bakhoum) as a Designer Engineer (Jul. 2016).
: Training at NASR GENERAL CONTRACTING (HASSAN MOHAMED ALLAM) (Aug. 2015).

- : Training at El Nasr Building & Construction Company (EGYCO) (Aug./Sep. 2014).
- : Training at National Institute of Standards (NIS) (Aug./Sep. 2014).

CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Apr. 2022 till now
- Employer** : UBTC (United Brothers for Trading and Construction)
- Job title** : Project Control Engineer
- Job Description** : Developing and managing the project's schedule by the following:
- Study all the project documents like BOQ, drawings, contract the project scope, constraints and objectives.
 - Preparation and Generating of all Periodic reports and tracking Sheets.
 - Analyzing, evaluating, and forecasting the current project status against the baseline schedule.
 - Preparation of Procurement & Engineering Schedules.
 - Coordinate with the Procurement & Purchasing department.
 - Measure progress measurement and perform project controls.
 - Monitor budget & scope of work.
 - Developing revised schedule in case of change orders.
 - Target Cost breakdown & estimation of BOQ items.
 - Review of issued purchase orders to assigned budget.
 - Periodic actual cost reports, indicating the estimate to complete and estimate at completion costs.
 - Periodic reporting and controls of projects overhead and profits.

- Dates** : From Dec. 2020 till Apr. 2022
- Employer** : Trojan General Contracting LLC (Egypt branch)
- Job title** : QS & Cost Estimation Engineer
- Job Description** :
- Study tender documents, contracts, specifications and drawings.
 - Prepare take off for all items structural or architectural in a typical, organized and subject to review.
 - Make sure that take off following specification of the project.
 - Prepare descriptions of items according to the project drawings and specifications.
 - Manage the pricing of the tender projects.
 - Produce a bill of quantity in a methodical way.

- Dates** : From Apr. 2019 till Dec. 2020
- Employer** : MEED Global for construction management
- Job title** : Project Control Engineer
- Job Description** :
- Follow up site engineers, accountants and all labors to ensure that all of them perform their duties.
 - Prepare and review shop drawings and follow up drawings amendments during the implementation process with our consultant and site engineers.
 - Contract management for contractors and suppliers.
 - Monitor and prepare projects time plan and schedule.
 - Prepare bill of quantity, cost estimation and cost control.

- Revise and compare architectural drawing with structural drawing.
- Prepare and follow up subcontractors' invoices with site engineers.
- Responsible to prepare and ensure that the site is supplied with all documentation, methods and materials need to carry out the works.
- Processing and disbursement of contractors' payments weekly.

Dates : From Jul. 2018 till Apr. 2019
Employer : Alunile (Aluminum & Metal Company)
Job title : Structural Engineer
Job Description :

- Monitoring and inspecting work undertaken by contractors.
- Managing projects.
- Liaise with other designers, including architects to agree on safe designs and their fit with the Aesthetic concept of the construction.
- Making calculations for the building that is designed by the architect.
- Making calculations for the internal and external structure of the building.

Dates : From Oct. 2017 till Jun. 2018
Employer : Itqan (Contracting Company)
Job title : Structural & Technical Office Engineer
Job Description :

- Structural Design for buildings.
- Repair Design for elements on building.
- Prepare and review shop drawings and follow up drawings amendments during the implementation Process with our consultant and site engineers.
- Contract management for contractors and suppliers.
- Monitor and prepare projects time plan and schedule.
- Prepare bill of quantity, cost estimation and cost control.
- Revise and compare architectural drawing with structural drawing.
- Prepare and follow up subcontractors' invoices with site engineers and account.
- Visit the construction sites frequently to make sure the bill of quantity is according to the implementation Drawing.
- Responsible to ensure that the site is supplied with all documentation, methods and materials needed to carry out the works.