

Holds a B. Sc. in Civil Engineering and has about 7 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
: ERP system
: Power BI

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 Bakhoun) 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 Jul. 2024 till now

Employer : GMC (Green Modeling Contracting)

Job title : Senior Project Control Engineer

Job Description :

- Study project attachments (Contract, BOQ, Scope of work and vendor list).
- Preparing monthly cost report including EV, AC, ETC and EAC for all items of the projects.
- Study zero budget for the project from tender department.
- Preparing dashboards including all important and analysis data.
- Preparing narrative report monthly.
- Review and approve subcontractors' invoices.
- Review and approve POs.
- Preparing wastage report for major materials.
- Preparation of Procurement & Engineering Schedules.
- Coordinate with the Procurement & Purchasing department.
- Measure progress measurement and perform project controls.
- Prepare monthly look ahead and follow the progress weekly.

Dates : From Apr. 2022 till Jun. 2024

Employer : UBTC (United Brothers for Trading and Construction)

Job title : Project Control Team Leader

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 drawing's 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 drawing's 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.