### 106475-CVL-56DEX-E-2017

# **Technical Office Manager**

Holds a B. Sc. in Civil Engineering and has over 5 years experience working in design and technical office.

#### PERSONAL DATA

Nationality : Egyptian Birth Date : 10/05/1994

Gender : Male
Marital Status : Single
Residence : Cairo

### **EDUCATION**

B. Sc. in Civil Engineering, Helwan University

: Pre-Master Student in Structural Engineering, Helwan University

#### LANGUAGES

Arabic : Native Language

English : Good

## **COMPUTER SKILLS**

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

# TRAINING COURSES AND CERTIFICATIONS

: AutoCAD (Benaa Academy).

: SAP 2000 (Benaa Academy).

: Safe (Benaa Academy).

: Etabs (Benaa Academy).

CSI Column (Benaa Academy).

: Sp Column (Self Study).

: Revit Structure

: ASD

: Tekla Structure

: Prokon

: ICDL

: Design of RC using Excel Sheets (Benaa Academy).

: Benaa Training Diploma (BTD) at Benaa Academy - Instructor Eng. Mostafa

Afifi (Site – Technical Office – Project Management).

- Arab Contractor Company (summer training) (1 month in 2014).
- : Summer training at Alexandria for Construction Co.
- : The Petroleum Project of Technical Consultations Company (1 month in 2014).
- : Petrobel Belayim Petroleum (1 week in 2015).
- : Ministry of Water Resources of Irrigation (2 weeks in 2016).
- : The Petroleum Project of Technical Consultations Company, New Administrative Capital (1 month in 2016).
- : Engineering Authority of Egyptian Armed Forces (3 weeks in 2016).
- : English: TOEFL paper-based test with a score of 600 marks.
- : Workshop (startups awareness program) for Google Apps & digital marketing.
- : Completed a power hour presentation in stress management at Canadian Training Center of human development.

### CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Aug. 2021 till nowEmployer : Tafaseel Construction Co.

Projects : • Tucano Mall

:

• VIP – Al-Alamin Airport

Borg El-Arab – Ejals Resort

Job title : Technical Office Manager

**Job Description** 

- Execute the work as per Drawings & standards both discipline (structural, Architectural works).
- Supervise & monitor the site activities force through foreman, monitoring the work of subcontractors to complete the work as per customer's satisfaction.
- Computed the time & resources needed for achieving targets.
- Coordination with quality control office for making requests to deliver site works to consultant.
- Take action & follow the instructions of consultant & project manager.
- Finding problems & giving solutions for execution of work at site.
- Supervising the work to ensure the quality requirements are being met & the work is being executed as per the design & project specifications.
- Preparation of bill of quantities from shop drawing.
- Preparing daily progress reports.
- Coordinate with the consultant's representative & site engineers for repair works inspections & dealing with quality problems including Punch list & closure of Non-conformance report (NCR).

Dates : From Jan. 2020 till Jul. 2021

Employer : Shiba Aljazeera for Construction Co.Job title : Senior Technical Office Engineer

Senior rechnical Office Engineer

- **Job Description**: Study the and coordination of with all disciplines (MEP arch etc. in residential building in capital administrative.
  - Responsible about preparing of shop drawing, Quantity survey & as-built drawing.
  - Preparation of progress Payments (Customer + subcontractors).

- Preparation of all Document Control for projects (submittal, R.F.Is, I.Rs, M.I.Rs & material delivery note & logs for projects trades, daily report, monthly report).
- Attend progress meeting with consultant.
- Technical support for Site engineers.
- Perform all daily inspections (infrastructure & civil works) & lab tests necessary to achieve the quality of construction required in the drawings & specifications of all works.
- Variation orders & claims preparations.

Dates : From Aug. 2017 till Dec. 2019

**Employer** : Benaa Consulting Group **Job title** : Structure Design Engineer

**Job Description** 

- Structural design of JUSHI Egypt for fiberglass 66KV electric substation and the extension of the factory.
- Structural design of Al-Aula Museum in Jizan Saudi Arabia, using post tension slab system.
- Structural design of chlorination and screen chamber buildings for water treatment station in El-Hwamdia City.
- Structural design and workshop drawings for the foundation and administration building for SIGMA power station using ACI-318-08, and UBC 97 standards and under supervision of Air Liquid France Company.
- Preparing technical report to study the validity and reliability of the usage of the Italian consulate building in Cairo included the required structural analysis.
- Structural design of Marina Way Lagoon Hotel in North Coast.
- Structural design of shopping mall in Astoria Park compound in the 6th of October City.
- Design underground water tank with area about 2000 m2 for TEDA Egypt Company.
- Structural design of an administration building consists of 13 stories.
- Study the structural safety of Egyptian Gulf Bank at the Fifth district new Cairo.
- Structural design of foundation of steel structure for Al-Dawlia 21 factory for producing colored aluminum profiles in 6th of October city.
- Structural design and workshop drawings for tent, spa and swimming pool in Mariot Hotel in Cairo.
- Structural design for many villas in the Fifth district new Cairo and El-Maadi
- Revision the structure design for many buildings (Mogamaa Ashria).

#### Skills:

- Ability to make technical office system.
- Ability to make Quantities system.
- Ability to make payments system.
- Pricing & pricing break down.
- Tender Studies.