

Holds a B. Sc. in Civil Engineering and has gained experience working in technical office field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 12/06/1994
Gender : Female
Residence : Alexandria

EDUCATION

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

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet
: AutoCAD
: Primavera P6
: SAP 2000

TRAINING COURSES AND CERTIFICATIONS

: Summer training for 1 month at Delta Foundation Company (2015).
: Summer training for 1 month at Talaat Mustafa Company (2016).

CHRONOLOGICAL EXPERIENCE RECORD

Employer : VACT Construction Company
Job Description :

- Quantity Survey.
- Execute BOQ and pricing.
- Daily site report.
- Inquiry list for Project.
- Follow up supplier and Subcontractor.
- Contact with supplier to provide price offer.
- Shop Drawing.
- Invoices.