

**106612-CVL-CE-E-2018**  
**Site Engineer & Document Controller**

Holds a B. Sc. in Civil Engineering and has about 7 months hands-on experience working as Site Engineer and Document Controller.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 08/05/1995  
Gender : Male  
Marital Status : Single  
Residence : Nasr City, Cairo

## **EDUCATION**

: B. Sc. in Civil Engineering, Canadian International College (CIC), 2018

## **LANGUAGES**

Arabic : Native Language  
English : Excellent  
French : Fair  
German : Basics

## **COMPUTER SKILLS**

: Windows, MS Office (Word, Excel, Power Point), Internet  
: AutoCAD, SAP 2000, Tekla Structures, Revit Structure

## **TRAINING COURSES AND CERTIFICATIONS**

: AutoCAD, Jelecom.  
: SAP 2000, Jelecom.  
: Tekla Structure, Concrete Center.  
: Steel Diploma, Concrete Center.  
: Revit Structure, Excellent Way.  
: Training (QC - Constructing - Engineering - HSE), Consolidated Contractors Group (CCC) (Aug. 2016).  
: Training (Site Engineer), Geotech (Jul./Aug. 2017).

## CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Sep. 2018 till now
- Employer** : Giza Cables Industries
- Project** : El Mostakbal City Package no. 4 – 220KV Interconnection Overhead Transmission Line Project
- Job title** : Site Engineer & Document Controller
- Job Description** :
- Study the project contract documents (time schedule, project design drawings, BOQ, etc.).
  - Follow up subcontractor work.
  - Receiving civil work from subcontractor (Excavation level - Form work - Reinforced steel, etc.).
  - Make daily and weekly reports.
  - Make inspection requests.
  - Follow up surveying work with the surveyor.
  - Monitor and control labors .
  - Provide appropriate solutions for problems that facing labors and technicians.
  - Aligning coordinates of towers route on AutoCAD.
  - The consultant receives civil work from me.
  - Make invoices for the subcontractor.