

**106675-CVL-56En-E-2017**  
**Senior Contracts & Tendering Engineer**

Holds a B. Sc. in Civil Engineering and has more than 5 years experience working in technical office, contracts and tendering.

## PERSONAL DATA

Nationality : Egyptian  
Birth Date : 19/06/1994  
Gender : Female  
Residence : Shubra Masr, Cairo

## EDUCATION

: B. Sc. in Civil Engineering, Ain Shams University, 2017

## LANGUAGES

Arabic : Native Language  
English : Very Good

## COMPUTER SKILLS

: Windows, MS Office, Internet  
: AutoCAD  
: Microsoft Dynamics

## TRAINING COURSES AND CERTIFICATIONS

: CLAC 040: Claims & Disputes in the Construction Industry (EMEND) (Feb. 2023 – now).  
: CLAC 030: FIDIC Contracts - Interpretive Case Oriented Approach (EMEND) (Sep. – Dec. 2022).  
: Training as Structure Engineer at Sabbour Consulting (Jul. - Sep. 2017).

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Jan. 2021 till now  
**Employer** : SUD (Safwa Urban Development)  
**Projects** :

- Capital Heights Project – The New Administrative Capital (Compound consists of 22 Buildings & 7 Palaces with total area of 240,000 m2)
- The Pearl Project – New Mansoura (The Project Comprises Residential Villas, Apartment Buildings, 5 stars Hotel, Clubhouse, Mosque and Commercial & Services area with Total Area 250,000 m2)
- Financial Hub – Located at The Financial and Business District in The

		New Administrative Capital with total area 6,000 m2
<b>Job title</b>	:	• HUB Mall - The New Administrative Capital with Total Area 22000 m2 Senior Contracts & Tendering Engineer
<b>Job Description</b>	:	<ul style="list-style-type: none"> <li>• Study the Project's documents like drawings, specifications, review tender documents and contract to be able to follow up on materials required.</li> <li>• Invite, assess, and award/recommend contractors tenders, bids, quotations and proposals.</li> <li>• Prepare comparative analyses documents related to specs and price.</li> <li>• Engaged in the preparation &amp; compilation of the necessary documents, information &amp; technical inputs for the required of the completion of tender process.</li> <li>• Preparation of cost estimation for the scope of work in line with tender requirements.</li> <li>• Study the contractual documents and evaluate the contract-based risks.</li> <li>• Participate in pre-signature negotiations to assure the best terms and conditions.</li> <li>• Prepare contractual letters.</li> <li>• Review and recommend the issuance of variation order (VO) or claims and technical and Financial analysis provided by any party and ensure compliance with the terms of the contract.</li> <li>• Study and evaluate various national and international contracts types (Fidic red 17, 99, 87 yellow, silver).</li> <li>• Prepare all contractual reports and logs necessary to follow-up, monitor, control and support decision-making.</li> <li>• Prepare and review the invoices of consultants and contractors.</li> </ul>
<b>Dates</b>	:	From Apr. 2019 till Dec. 2020
<b>Employer</b>	:	B plus Construction – Finishes
<b>Projects</b>	:	4 Villas at Palm Hills Compound & 2 Villas at Mivida Compound
<b>Job title</b>	:	Technical Office Engineer
<b>Job Description</b>	:	<ul style="list-style-type: none"> <li>• Making as-built drawings shop drawings.</li> <li>• Coordinate with other technical office engineers to produce shop drawings.</li> <li>• Resolve arising conflicts between various design components.</li> <li>• Meeting with clients and other tradespeople such as architects or builders to discuss the needs of the client.</li> <li>• Developing designs according to a brief that are functional, appealing and appropriate for the space.</li> <li>• Estimate costs and submitting quotes for client approval.</li> </ul>
<b>Dates</b>	:	From Oct. 2017 till Mar. 2019
<b>Employer</b>	:	Shibh Al Jazira Contracting Co. (SAJCO)
<b>Projects</b>	:	<ul style="list-style-type: none"> <li>• West Shorouk Mall – with total area of 29,000 m2</li> <li>• 4 Factories in El Mahalla El Kubra – with total area of 26000 m2</li> </ul>
<b>Job title</b>	:	Technical Office Engineer
<b>Job Description</b>	:	<ul style="list-style-type: none"> <li>• Review the design drawings and specifications; propose better engineering alternatives and connection details.</li> <li>• Develop and standardize shop fabrication drawing prepare Quantities surveying as excavation, filling, steel reinforcement, concrete quantities</li> </ul>

for Building.

- Analyze all the given data and documents of the project prepare all shop drawings needed for execution and submit it for endorsement before execution.
- Re-develop shop drawings according to the changes brought by the technical supervision.
- Prepare the final Drawings to be submitted in accordance with quantity survey.
- Study and prepare requests for information (RFIs) for all missing, conflicting or other technical matters that may arise during construction.
- Issuing customers and subcontractors invoices.