

Holds a B. Sc. in Civil Engineering and has over 3 years hands-on experience working in construction and technical office.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 26/06/1991  
Gender : Male  
Marital Status : Single  
Residence : Damanhour

## **EDUCATION**

: B. Sc. in Civil Engineering, Institute of Aviation Engineering and Technology, 2015

## **LANGUAGES**

Arabic : Native Language  
English : Very Good

## **COMPUTER SKILLS**

: Windows, MS Office, Internet  
: AutoCAD  
: Revit Structure  
: SAP 2000

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From Feb. 2017 till now  
**Employer** : Al Hashemiah International Contracting Company  
**Projects** :

- Egypt Refinery Company Project in Mostorod (from Jan. 2018 till now)
- Fish Planting Project - Ghlion Kafr El Sheikh (from Feb. 2017 till Dec. 2017)

**Job title** : Technical Office Engineer & Quantity Surveyor Engineer

**Dates** : From Jan. 2016 till Dec. 2016  
**Employer** : Ahmous Company  
**Project** : Kobry El Qobaa Project  
**Job title** : Site Engineer

- Field of experience :**
- Participate in implementing technical office policies and procedures.
  - Prepare and analyses costing for tenders.
  - Allocate work to subcontractors.
  - Provide advice on contractual claims.
  - Analyse outcomes and write detailed progress reports.
  - Value completed work and arrange payments.
  - Maintain awareness of the different building contracts in current use.
  - Preparation of contracts, including details regarding quantities of required materials.
  - On-going cost analysis of maintenance and repair work.
  - Feasibility studies of client requests.
  - Analyzing completed work and arranging payment to contractors.
  - Allocating upcoming work to contractors.
  - Site visits, assessments and projections for future work.
  - Price/forecast the cost of the different materials needed for the project.
  - Prepare tender documents, contracts, budgets, bills of quantities and other documentation.
  - Track changes to the design and/or construction work and adjusting budget projections accordingly.
  - Procure or agree the services of contractors and/or subcontractors who work on the construction of the project.
  - Measure and value the work done on site.
  - Pay subcontractors.
  - Liaise with the client and other construction professionals, such as site managers, project managers and site engineers.
  - Select and/or source construction materials.
  - Write reports.
  - Estimation of material quantities - a QS will measure the drawings and calculate the quantities of materials to procure such as Cement, Sand, Aggregates, Steel, Bricks, Blocks, Tiles, paint, etc.
  - Procuring Contracts - a Client's QS will issue Tenders/RFQs, hold negotiation meetings, finalize contracts, issue work orders/agreements etc. Contractor's QS will estimate quantities and do rate analysis to submit a tender.
  - Monthly bill checking - a Client's QS will check the contractor's monthly bills / contractor's QS will prepare monthly bills based on work done on site.
  - Material reconciliation - the QS will prepare a Reconciliation statement based on the Qty. of Materials received, Qty. of materials used, and balance on site and then calculate the material wastage.
  - Preparing reports - the QS will prepare monthly Cost reports, progress reports, Cash flow reports, etc.
  - Study the project contract documents (time schedule, project design drawings, BOQ, etc.).
  - Update the shop drawing log before sending the shop drawing to consultant for approvals.
  - Study and prepare requests for information (RFIs) for all missing, unclear, conflicting or other technical matters that may arise during construction.
  - Review sub-contractors' shop drawings as well as outsourced shop drawings and coordinate their approval process with the project

consultant.

- Coordinate with Surveying Engineer to provide him all the information about land coordinates and any site measurement required.
- Participate in solving/reporting any unexpected technical difficulties, and other problems that may arise during construction to the Technical Office Manager for discussion and proper solve.
- Prepare as-built drawings at the end of the project and hand over to the project consultant.