

Holds a B. Sc. in Civil Engineering and has about 9 years hands-on experience working as Project Development Coordinator / Planning Engineer.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 24/03/1987
Gender : Female
Marital Status : Married
Residence : Heliopolis, Cairo

EDUCATION

: B. Sc. in Civil Engineering, Benha University, 2010

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel), Internet
: AutoCAD
: Primavera P6
: MS Project

TRAINING COURSES AND CERTIFICATIONS

- : IPMA Diploma – start level PMP exam (still studying).
- : Professional Program in Project Management (PRMG), American University in Cairo (AUC):
 - Management of Project Resources.
 - Project Planning and Control Techniques.
 - Bids and Contracts.
 - Project Budgeting & Financial Control.
 - Primavera (P6).
 - Risk Management.

CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Jul. 2010 till now
- Employer** : ARAB CONSULTING ENGINEER (ACE) (MOHRAM – BAKHOM)
- Projects** :
- Obour Market
 - Ministry of Interior Affairs' buildings
 - Al Madienah Al Monaoura Hospital
 - Mozambique University
 - Borg El Arab Grinder
 - Dakahlia Sewage
 - Rainfall routes on Bridges and Tunnels
 - Road in Ghana
 - Cement Factory at Beni Suef
 - Cement Factory La Farge
 - CIB Bank
 - Syndicate Hotel
 - Syndicate Hospital
 - Al Ahly Bank
 - Water treatment station Gezira El Dahab
 - Water purification plant of Seriakos – East of Ismailia canal
 - Preparation of drainage schemes for Banha villages
 - Al Araby Bank
 - Finishing works of the Administrative Building of UGDC Company
 - Ismailia Economical Court
 - Family Court
- Job Description** :
- Project Development Coordinator:
 - Make tender documents for the project.
 - Follow up the execution of contractual commitments and preparing reports of periodical meetings.
 - Hold periodic meetings with subcontractors to follow up the achievements & solutions for the problems happened during the execution.
 - Check budget amounts spent during execution & ensure that it matches the agreed performance.
 - Planning Engineer:
 - Assist in preparation of Client Project Status Report according to Actual Performance.
 - Assist in preparation of Remaining Time schedule and follow up it according to the actual work in site.