

Holds a B. Sc. in Civil Engineering and has over 6 years experience working in technical office, business development, planning, proposals and tendering.

## PERSONAL DATA

Nationality : Egyptian  
Birth Date : 05/07/1993  
Gender : Female  
Residence : New Cairo

## EDUCATION

: B. Sc. in Civil Engineering, German University in Cairo (2010-2013) / Yakın Doğu Üniversitesi, Cyprus - Turkey (2014-2017)  
: St. Fatima High School, 2010

## LANGUAGES

Arabic : Native Language  
English : Fluent  
Turkish : Good  
French : Fair  
German : Fair

## COMPUTER SKILLS

: Windows, MS Office, Internet  
: AutoCAD  
: Primavera  
: SAP / Staad / Rivera

## TRAINING COURSES AND CERTIFICATIONS

: Project Management Professional (PMP), Preparation course in AUC (Jan. 2019).  
: Project Management Diploma in AUC (2017-2018), courses taken:

- Planning and Controlling techniques.
- Primavera (1 & 2).
- Bids and Contracts.
- Finance and Budgeting.
- Project management international standards.

: Summer trainings:

- ENPPI (2013-2014) (SAP / Staad).

- Petrojet (2014-2015).

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Aug. 2019 till now

**Employer** : GLEEDS Construction Consultancy

**Job titles** :

- Senior Business Development Officer (from Aug. 2022 till now)
- Business Development Officer (Apr. 2021 – Jul. 2022)
- Business Development Assistant (Aug. 2019 – Mar. 2021)

**Job Description** :

- Managing and leading our teams across our EMEA offices in UAE, KSA, and supporting our offices across Europe in complicated proposals.
- Leading and managing my managers and team to successful bids.
- Responsible for creating and overseeing a bid – a detailed, costed, persuasive proposal.
- Completed over 100 proposals consistently sticking to strict schedules.
- Followed up with external contractors, project owners and other stakeholders to gather information and resolve issues.
- Developed and implemented process flow improvement and standardization projects.
- Working with key members of the project team and the client organization to obtain the information required to compile the bid.
- Worked with the top management on timely and accurate completion of proposals.
- Coordinate with the technical team for any queries, prepare and issue it to clients in timely manner.
- Drafted 2D and 3D designs, using both Revit and AutoCAD software. Networked among local business and community organizations to develop leads and generate business.
- Worked with marketing teams to create, deploy, and optimize effective campaigns for variety of local and international clients.
- Follow up with current clients to assess needs and develop improvement plans.
- Improved bottom-line profitability by growing customer base and capitalizing on up-sell opportunities.

**Dates** : From Aug. 2018 till Jul. 2019

**Employer** : ACE - Moharram-Bakhoum

**Job title** : Business Development Engineer

**Job Description** :

- Making new clients and turning them into permanent ones.
- Identifying new markets, looking for new growth opportunities for the company.
- Preparing exquisite management presentations, proposals and other sales pitches required for interacting with clients.
- Identify the client needs and suggest appropriate products / services.
- Responsible for preparing and updating the pipeline.
- Responsible for preparing and updating the case studies, key personnel resumes and capability statements.
- Contract analysis and suggesting new solutions, alternative to the points of conflict.

**Dates** : From Mar. 2017 till Jul. 2019  
**Employer** : Private Business  
**Job titles** : Civil Engineer, Planner  
**Job Description** :

- Site visiting.
- Attending meetings, supporting project management team managing and preparing professional minutes of meetings.
- Civil design calculation and issue IFC drawings (AutoCAD).
- Preparing execution plans and issuing project schedules.
- Preparing and finalizing fire-fighting and electrical drawings.
- Preparing BOQ's / MTO's.
- Freelance Planner.
- Assessed construction and demolition operations for compliance with safety rules and environmental regulations.
- Calculated load levels and material stress factors using Revit to identify design constraints.
- Established and implemented construction schedules, methods, equipment, and labor requirements, using Gantt charts and primavera.
- Used Primavera to effectively track permits and change order requests.
- Identified plans and resources required to meet project goals and objectives by setting realistic timelines and checkpoints.
- Developed and initiated projects, including managing costs, schedule and performance.
- Created cad models and drawings for a mosque in Aswan and steel structure designs.

**Skills:**

- Team Collaboration Communication.
- Negotiation Skills.
- Network Development.
- Writing business proposals.
- Drafting and reviewing contracts.
- Experience working to and exceeding targets.
- Flexible & Adaptable.
- Primavera / MS.