

# 107044-ELE-CEM-E-2011

## Installation & Maintenance Manager

Holds a B. Sc. in Electrical Engineering and a Higher Studies Diploma in Electrical Installation. Has about 8 years hands-on experience, including 4 years working as Installation & Maintenance Manager and 3 years in technical office.

### PERSONAL DATA

Nationality : Egyptian  
Birth Date : 04/10/1989  
Gender : Female  
Marital Status : Single  
Residence : Giza, Cairo

### EDUCATION

: B. Sc. in Electrical Engineering, Helwan University, 2011  
: Higher Studies Diploma in Electrical Installation, Helwan University, 2015

### LANGUAGES

Arabic : Native Language  
English : Good

### COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet  
: MS Project  
: ETAP  
: Dialux  
: AutoCAD  
: PV Syst.

### TRAINING COURSES AND CERTIFICATIONS

: Operation and Maintenance of Power Plant, Cairo South Power Station (2009).  
: Technical Training Course in Electrical Maintenance, Industrial Training Center (ITC) (2010).  
: Electrical Distribution in Central Library of Cairo University, Arab Contractors Company (2010).  
: Communication Skills, Idarak Center (2017).  
: Negotiation Skills, Idarak Center (2017).

- : Setting goals and planning, Idarak Center (2017).
- : Problem solving and decision making, Idarak Center (2017).
- : Strong memory, Idarak Center (2017).
- : Time management, Idarak Center (2017).
- : Creative thinking, Idarak Center (2017).
- : Leadership, Idarak Center (2017).
- : Professional Executive Manager, Ibdara Academy - Ain Shams University (2019).

## CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Dec. 2015 till now
- Employer** : TEC-MERGE Company
- Job title** : Installation & Maintenance Manager
- Job Description** :
- Electrical Construction Manager in TAQA, ARABIA Site (50MW solar power plant, Benban, Aswan, Egypt):
    - Responsible for cable laying, connection of PV modules, connection of combiner box, and connection of inverter and transformer and RMU.
    - Connection of Auxiliary room, and MCR building and Earthing system. Responsible for all testing and commissioning of the station and all termination of Medium voltage cable, DC power cable, DC solar cable, AC cable, communication cable, and control cable.
    - Installation of SCADA system, Weather station, NCU, and do all connection between devices and Auxiliary rooms and main control room.
  - Project Manager in TBEA Site: Responsible for Ramming 11000 post and rectification of tracker.
  - Installation Manager in Misr University for Science and Technology (250KW solar power plant, 6th October, Giza, Egypt): Responsible for installation of steel structure, connection of PV modules, connection of inverter till connect to Low voltage panel.
  - Installation Manager in Arab Academy for Science Technology & Maritime Transport (50KW solar power plant, Abu Qir, Alexandria, Egypt): Responsible for installation of steel structure, connection of PV modules, connection of inverter till connect to Low voltage panel.
  - Installation Manager in New Urban Communities Authority (New Fayoum City) (50KW solar power plant, New Fayoum, Fayoum, Egypt): Responsible for installation of steel structure, connection of PV modules, connection of inverter till connect to Low voltage panel.
  - Installation Manager in New Urban Communities Authority (New Bader City) (50KW solar power plant, New Bader, Cairo, Egypt): Responsible for installation of steel structure, connection of PV modules, connection of inverter till connect to Low voltage panel.
  - Senior Electrical Engineer in International Center for Monitoring and Fatwa (Al Azhar): Responsible for distribution works, earthing system, and light current system.
  - Senior Electrical Engineer: Responsible for Technical and financial offers

in contracting sector negotiation with suppliers and clients, rates of manpower, pricing, breakdown voltage drop study, short circuit study, design and shop drawing for power, lighting, data, telephone, CCTV, Fire alarm, Earthing, lightning, prepare documentation for project before starting construction, cost control for Contracting and Solar Projects, make As built drawing for projects and make all documentation to handover to client.

- Responsible for maintenance team for all electrical project in solar sector and contracting sector check faults, analysis causes, make reports, and make action plan to solve the problem.
- Responsible for Quality control for all electrical project in solar sector and contracting sector make inspection list for projects, check all stages of running projects, and make quality plan and responsible for this plan.

**Dates** : From Apr. 2015 till Oct. 2015  
**Employer** : Power Solutions Company  
**Job title** : Senior Technical Office Engineer  
**Job Description** :

- Responsible for Technical and financial offers for earthing and lighting system, study tenders and specifications and offers corporate rates.
- Design and shop drawing for Earthing, Lightning and make all required studies for this systems.

**Dates** : From Jan. 2013 till Mar. 2015  
**Employer** : Middle East Modern Lighting Company (Mostafa Ali)  
**Job title** : Technical Office Engineer  
**Job Description** : Responsible for Technical and financial offers, study tenders and specifications and offers corporate rates.

**Dates** : From Mar. 2012 till Oct. 2012  
**Employer** : El Safwa  
**Job title** : Public Relations  
**Job Description** : Responsible for scheduling appointments for employer, coordination with the requesting companies employment, as well as coordination with the requesting individuals for jobs.

**Dates** : From Nov. 2011 till Feb. 2012  
**Employer** : UIC  
**Job title** : Commercial Representation  
**Job Description** : Responsible for Marketing agencies company in company and government departments and Cairo international book fair.

Skills:

- Presentation skills.
- Team management.
- Marketing.
- Public Speaking.
- Project Planning.
- Coordination between team.

- Technical Report.
- Training Teams.
- Risk Management.
- Action plan.
- Inspection list.
- Training plan.
- Marketing plan.