

107084-MEC-456DEHn-E-2009
Project Manager & Business Analyst

Holds B. Sc. and M. Sc. in Mechanical Power Engineering and has about 10 years hands-on experience working in design and technical office.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 25/02/1987
Gender : Female
Marital Status : Married

EDUCATION

: B. Sc. in Mechanical Power Engineering, Ain Shams University, 2009
: M. Sc. in Mechanical Engineering, Ain Shams University, 2016

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: Project Management Professional preparation Course, AUC (2019).
: "How to create an executive image to win friends and influence people" Course, organized by Dale Carnegie.
: Industrial & Personal Safety sessions, Exxon Mobil.
: Supply Chain Management sessions, Exxon Mobil.
: Business Ethics, Time Management and Leadership sessions, Exxon Mobil.
: Mind Maps session, Tony Buzan.
: Leadership lectures as part of the Youth Leadership Initiative, Vodafone.
: Internship at ABB (2008).
: Internship at GAS (German Auto Service, Authorized Service Center Mercedes Benz) (2007).
: Internship at MCV (General Agent for Mercedes Benz Commercial Vehicles) (2006).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jan. 2018 till now
Employer : Dorsch Gruppe, Egypt
Projects :

- British Petroleum New Office Project, Egypt
- Meydan School, UAE
- Alhyatt Heart & Vascular Center Renovation and Medical Planning Phase III, Egypt

Job title : Project Manager & Business Analyst
Job Description :

- Manage all phases of multiple projects in collaboration with different stakeholders.
- Draft and issue of project proposals, budgets, cash flows and preliminary schedules.
- Effectively and accurately communicate relevant project information to the stakeholders.
- Ensure stakeholder's needs are met in a timely and cost effective manner.
- Track & manage expected change notices and change orders in the project and communicate it with all stakeholders.
- Communicate with different departments to ensure achieving pre-set objectives and resolving escalated problems.
- Create department SOPs and flow charts to ensure efficient work operations.
- Manage and coordinate work conducted by sub consultants and ensure adherence to scope of work.
- Keep records of most important non- conforming cases, customer complaints, and corrective and preventive actions taken.
- Analyze potential and existing markets in order to identify business opportunities.
- Carry out market research in order to develop strategies.
- Prepare presentations, proposals, on effective development of business opportunities for the company.

Dates : From 2011 till 2017
Employer : ECG (Engineering Consultants Group), Egypt
Projects :

- Port Said Tunnels under the Suez Canal, Egypt
- Borg ElArab International Airport Modernization Project, Phase II, Alexandria, Egypt
- Hurghada International Airport ATC Tower, Hurghada, Egypt
- KKIA Passenger Counters & Hold Baggage Screening Reconfiguration, KSA
- Malabo International Airport, Malabo, Equatorial Guinea
- Central Processing Facility (CPF) Exported Crude Oil Quality Improvement, Sudan
- South Annajma Early Production Facility Project, Sudan
- Al-Farafra 4x4MW Diesel Power Station & Housing Project, Egypt
- Four substations at various locations in Egypt over a total land area of 9,935 m²
- QP New Fire Station No. 6, Ras Laffan, Qatar

- CIAF Office Building, Cairo, Egypt
 - Design Services for Ma'arif New Schools Model, Saudi Arabia
- Job title** : Deputy Project Manager / Project Engineer
- Job Description** :
- Monitored and reported on project progress, drawing particular attention to deviations from the original project plan.
 - Attended stakeholders meetings and assisted with determination of project requirements.
 - Used project scheduling and control tools to monitor projects progress, quality of outcomes, work hours, budgets and expenditures.
 - Developed all needed reports and communicated them to the relevant stakeholders.
- Dates** : From Feb. 2011 till Jun. 2014
- Employer** : ECG (Engineering Consultants Group), Egypt
- Projects** :
- Khartoum New International Airport, Sudan
 - Construction of the Greenfield Passenger Terminal Complex at Jomo Kenyatta International Airport, Kenya
 - Industrial Zone Development, Juba, South Sudan
 - Juba City Center Master Plan, South Sudan
 - Construction and Upgrade of Rayyan Road Project, Qatar
- Job title** : Assistant Proposal Manager
- Job Description** :
- Prepared, submitted and followed-up of technical scope, cost estimates, time schedule and work plan methodology to contract signature.
 - Assisted in establishing manpower requirements necessary to execute the scope of work.
 - Maintained a relationship with clients and followed up proposals during contract implementation.
 - Participated in the production of the company promotional material including credentials, newsletter, project sheets, etc.
- Dates** : From Oct. 2009 till Jan. 2011
- Employer** : Shaker Consultancy Group, Egypt
- Projects** :
- Ezz Steel Factory - Ain Sokhna
 - Esna Hospital
 - Al-Ayyat Hospital
 - Safaga Hospital
 - Autoville Showroom
 - Abbaseyya Outpatient
- Job title** : Mechanical Engineer
- Job Description** :
- Designed the HVAC system for several projects, including development tasks as performing load calculations, preparing design concept, cost estimates, reviewing specifications, and responding to client requests.
 - Utilized appropriate software and hardware tools to track load changes or other parameters of design.
 - Ensured the design process complies with international standards as ASHRAE.

- Field of experience :**
- Project Vision and Strategy.
 - Scheduling and Resource-leveling.
 - Project Deliverables.
 - Contract Negotiations.
 - Client Communication.
 - Planning and Tracking.
 - Project Planning and Completion.
 - Quality and Change Management.
 - Scope and Cost Management.