

**107104-PSC-E-2019**  
**Project & Construction Management Engineer**

Holds a B. Sc. in Building Engineering (Construction & Project Management) and has over 1 year experience working in planning, scheduling and cost control.

## PERSONAL DATA

Nationality : Egyptian  
Birth Date : 18/08/1995  
Gender : Male  
Residence : Faisal

## EDUCATION

: B. Sc. in Building Engineering (Construction & Project Management), Ain Shams University, 2019

## LANGUAGES

Arabic : Native Language  
English : Excellent

## COMPUTER SKILLS

: Windows, MS Office, Internet  
: Primavera  
: Photoshop  
: AutoCAD

## TRAINING COURSES AND CERTIFICATIONS

: Project Management Professional (PRMG), Courses taken during this Diploma:  
• PRMG 010: Project Planning and Controlling Techniques (Sep. 2020 – Dec. 2020).  
• PRMG 112: Project Management Life Cycle (Sep. 2020 – Dec. 2020).  
• PRMG 080: Project Bids and Contracts (Ongoing).  
: Project Management Professional (PMP) Online Course.  
: Principles of Structural Design (Diploma in Ain Shams University).  
: Principles of Marketing and Digital Marketing Diploma (Digital Marketing Beat).  
: Primavera P6 (self learning).  
: Photoshop (self learning).  
: AutoCAD (self learning).

- : Field trainings:
  - Site Engineer Intern, 2016: Alexandria Construction Group (Talaat Mostafa), Duration: 2 weeks - Concrete works (Foundations and Columns) at Food Court in Rehab 2.
  - Site Engineer Intern, 2017: Orascom Construction Company, Duration: 1 month - Finishes Works in the third line of Metro.
  - Project Management Intern, 2018: Alexandria Construction Group (Talaat Mostafa), Duration: 1 month - Lectures about Safety, Risk, Cost and Time Management.

## CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Dec. 2019 till now (part time)
- Employer** : Accountant Office
- Job title** : Assistant Manager
- Job Description** :
  - Assist the General Manager in running the project from Conception Phase to Handing over Phase.
  - Dealing, Communication and Negotiating with the Client in all Project requirements, budget and Date of delivering it.
  - Cost Control and Cost Analysis for every project.

- Dates** : From Jun. 2020 till May 2021
- Employer** : Center of Planning and Architectural Studies
- Job title** : Project Coordinator, Planning Engineer & Assistant to the Operation Manager Head
- Job Description** :
  - Assist the PM in running the project from Conception Phase to the Handing over Phase.
  - Responsible for Managing the overall planning, execution and delivery of the project including: defining the project roles, milestones, tasks and Budgets.
  - Manage different Projects and Leading a Team.
  - Set Project Timeline and update project schedule based on the contract.
  - Prepare monthly projects progress reports.
  - Follow up Each Project Daily until Deliver to the client.
  - Coordinate internally with the project team to meet project goals and objectives.
  - Follow up internally with the other departments, working closely with the technical office manager.
  - Dealing and communicating directly with the clients to determine the requirements of the projects and agree on the dates for the delivering the phases of the projects.