

Holds B. Sc. in Architecture Engineering and Master degree. Has about 12 years hands-on experience working in design, technical office and project management.

## **PERSONAL DATA**

Nationality : Egyptian  
Gender : Female  
Marital Status : Married

## **EDUCATION**

: B. Sc. in Architecture Engineering, Modern Academy, Maadi, 2007  
: Master degree, Cairo University, 2015  
: PRE-DOCTORATE, Cairo University, 2018

## **LANGUAGES**

Arabic : Native Language  
English : Very Good

## **COMPUTER SKILLS**

: Windows, MS Office, Internet

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From 2013 till now  
**Employer** : SAUDI EGYPTIAN CONSTRUCTION (SECON) COMPANY  
**Job title** : PROJECT MANAGEMENT  
**Job Description** :

- Reviewing the design and shop drawing of the architectural work.
- Supervising all architectural / finishing work at the site.
- Making coordination between the MEP and architectural work.
- Making coordination between contractors, client and consultant.
- Approving the contractors invoices.
- Create architectural design according to design brief.
- Managing the construction on-site, by liaising with and working alongside architects, civil engineers, supervisors and subcontractors.
- Evaluate progress and prepare detailed reports.
- Ensure adherence to all health and safety standards and report issues.
- Manage large construction projects.
- Manage projects risks and contract.

**Dates** : From 2007 till 2016  
**Employer** : Modern Academy  
**Job title** : Assistant Lecturer

**Dates** : From 2007 till 2010  
**Employer** : SAUDI EGYPTIAN CONSTRUCTION (SECON) COMPANY  
**Job title** : Junior Architect

**Job Description** :

- Assist in the creation and development of design concepts and solutions.
- Help produce sketches, digital models and rendered views during the design process.
- Join principals in the presentation of design strategies to clients.
- Collaborate in the selection of material and finishes.
- Create finished, presentation level, rendered views.
- Work with team members in the production of contract documents.
- Engage in fieldwork.
- Assist in the production of firm marketing efforts.

**Further experiences :** Project Manager of more residence projects & different projects for Saudi Egyptian Construction (SECON):

- RIEAD SECON.
- DORAT ASSIUT.
- SECON RESORT.
- CLUB OF LAROSA COMPOUND.
- HILTON DAMIETTA.
- Bleu Vert (New Capital).

Skills:

Strategic Planning, Persuasion, Developing Budgets, Organizational Astuteness, Business Knowledge, Software Architecture, lead team, Planning, Database Design, Dealing with Complexity, Problem Solving.