

Holds a B. Sc. in Mechatronics Engineering and has over 5 years experience working in technical office field.

## PERSONAL DATA

Nationality : Egyptian  
Birth Date : 01/01/1992  
Gender : Female  
Residence : Cairo

## EDUCATION

- : B. Sc. in Mechatronics Engineering, Helwan University, 2013
- : Studying for Master's degree in the field of renewable energy, Port Said University (passed the preliminary stage with a very good grade and now working on the experimental study and thesis)

## LANGUAGES

Arabic : Native Language  
English : Very Good  
Turkish : Basics

## COMPUTER SKILLS

- : Windows, MS Office (Word, Excel, Power Point), Internet
- : AutoCAD drawings, PVsol, PVsys, Solarius, Compass, Dialux

## TRAINING COURSES AND CERTIFICATIONS

- : Certified training of solar energy systems and applications from Mashreq for Energy Systems Academy (Jun./Jul. 2019).
- : TOEFL certification (from Mar. till May 2016).
- : Certified practical training involved an overview of the manufacture, assembly, repair and overhaul of gas turbines and accessories of Arab Organization for Industrialization (AOI Engine Factory) (Jun./Jul. 2012).
- : Certified practical training involved an overview of all the production lines of Henkel Polybit Industries Egypt (Jul./Aug. 2011).
- : Certified Sales Diploma from Canadian Training Center - Dr. Ibrahim El-Fiky (Jun./Jul. 2010).
- : Course about Development of Thinking and Managerial Skills Program in pathways program at Cairo University.

# CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Jul. 2017 till Oct. 2019  
**Employer** : Helio East Egypt Company  
**Job title** : Technical Sales & Projects Manager  
**Job Description** :

- Technical Office Engineer at HELIO EAST EGYPT Company and responsible for the tender process and supervising the technical aspects of the solar energy work.
- Manage all tender proposals and attend tender meetings with clients/consultants.
- Review and ensure pricing effort is thorough, complete, and accurate.
- Review and ensure technical data is complete.
- Update providers' database and gather customer or product information to determine customer needs.
- Prepare all tender documents for submission to the construction team.
- Manage technical office support for in-hand projects Support & coordinate QS & Shop drawing.
- Support and contribute to the implementation of other technical aspects of the projects.
- Prepare technical and financial offers, material submittals and related coordination.
- Select solar energy products, systems, or services for customers based on electrical energy requirements, site conditions, price, or other factors: Customize energy products or services to meet customer needs.
- Follow-up with engineering, application, product management, logistics & finance departments.
- Perform site visits and inspections at project implementation sites during various implementation stages.
- Timely and proactively provide recommendation for the improvement of all project activities.
- Handle clients' inquiries and complains regarding the delivery of the products to maintain customer satisfaction.
- Demonstrate use of solar, related equipment and products to customers or dealers.
- Give training sessions to customers about all products different features and explain to customer benefits of having an upgrades.
- Ensure support to the Sales organizations during the technical meetings, product presentations and negotiations with customers and provide technical support and clarification as needed.

**Dates** : From Feb. 2017 till Jun. 2017  
**Employer** : Al-Ahram Company for Engineering Works and Contracting  
**Job title** : Electromechanical Engineer  
**Job Description** :

- Preparing technical drawings of electrical wiring systems.
- Leading and Communicating with Subcontractors and Vendors to assist them in working to the Project Schedule as it pertains to MEP's.
- Attending all schedule and management MEP meetings necessary to manage the project, chairing as appropriate.
- Analyzing information (such as measurements and sketches) provided

by engineers, architects and scientists.

- Illustrating visual instructions that relate technical specifications, including dimensions, arrangements, and installation procedures. These drawings are then used electrical workers to install or repair equipment and wiring in power plants, high-voltage distribution centers and communication hubs.

- Dates** : From Dec. 2015 till Jan. 2017
- Project** : Project of a novel hybrid thermal and membrane Water Desalination System driven by Solar Energy
- Job title** : Solar Energy Engineer
- Job Description** :
- Renewable Energy Engineer, responsible for contributing to and supervising the technical aspects of the project.
  - Perform site visits and inspections at project implementation sites during various implementation Stages.
  - Quality control of PV products and installation of projects, including the required inspections and tests at the commissioning stage.
  - Supervising the monitoring of the annual performance of the PV investments supported by the project and analyzing the results, including interaction with the grid.
  - Short quarterly work-plan of the activities to be carried out under this assignment.
  - Draft Inception report of the Project.
  - Quarterly reports of the activities carried out under this assignment.
  - Mission report and debriefing for the field visit.
  - Elaborating the technical and other quality criteria for the PV systems, installations.
  - By building on the previous work both in Egypt and abroad, elaborating a quality control and certification scheme applicable for Egyptian conditions for both products and installation, and facilitating its adoption by initiating required stakeholder consultations, drafting of proposals and eventual new regulations or standards required for the implementation of the scheme.
  - Local capacity building - preparation of training materials for and organizing/providing the actual training on the different technical aspects of the project, including PV system design, selection and installation, implementation of the quality control and certification scheme, product maintenance during operation, product performance monitoring and testing, etc.
  - Timely and proactively provide recommendation for the improvement of all project activities.
  - Meeting minutes, with special reference to the technical parts.
  - Supporting and contributing to the implementation of other technical aspects of the project, as requested by the project manager.

- Dates** : From Jun. 2015 till Nov. 2015
- Employer** : New Star Company
- Job title** : Technical Office Engineer
- Job Description** :
- Studying the project contract documents (time schedule, designs drawings, BOQ, etc.).

- Reviewing sub-contractors, shop drawings and coordinate their approval process with the project consultant.
- Studying and preparing requests for information (RFI) for all missing technical matters that may arise during construction.
- Coordinating with Surveying Engineer to provide him all the land coordinates and any site measurement required.
- Preparing as-built drawings at the end of the project and handing over to the project consultant.

**Dates** : From Oct. 2014 till May 2015  
**Employer** : Lotus Egypt Ready-made Garments Company  
**Job title** : Technical Office Engineer

**Dates** : From Feb. 2014 till Aug. 2014  
**Employer** : ISES Egypt (Industrial Solutions & Engineering Services)  
**Job title** : Mechanical Maintenance Engineer

Skills:

- Good command of planning and following up solar pumping systems (was responsible for the tender process of the solar energy work).
- Leadership (was responsible for a team of 25 workers).