

Holds a B. A. in Architecture and has over 14 years hands-on experience working in technical office field.

PERSONAL DATA

Nationality : Egyptian/American
Birth Date : 20/01/1982
Gender : Female
Marital Status : Married
Residence : New Cairo

EDUCATION

: B. A. in Architecture, Helwan University, 2005
: Secondary Education: Moharram Language School, 2000

LANGUAGES

Arabic : Native Language
English : Fluent

COMPUTER SKILLS

: Windows, MS Office, Internet
: AutoCAD, Arch cad, Primavera, Adobe Photoshop

TRAINING COURSES AND CERTIFICATIONS

: Material management for project manager at American University in Egypt.
: Bids and Contracts at American University in Egypt.
: Project feasibility studies at American University in Egypt.
: Project planning and control techniques at American University in Egypt.
: Management of project resources at American University in Egypt.
: Feasibility for project manager at American University in Egypt.
: Budgeting and financial control at American University in Egypt.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From May 2017 till Dec. 2018
Employer : Alahyady Integrated Business

Job title : General Manager & Technical Office Manager
Job Description :

- Attending meetings with clients and consultants to meet their expectations.
- Coordinating between all departments to improve quality cost and time.
- Supervise and review the preparation of construction method statements with construction personnel.
- Planning and maintaining project budget and schedules.
- Take part in the project management review and risk management review.
- Liaise between the construction and engineering teams ensuring the harmony between engineering team requirements and construction team deliverables.
- Prepare technical material submittals.
- Attend progress meetings, discuss and suggest technical proposals.
- Managing the cost analysis and cost control of site activities.
- Review third-party invoices & client invoices.
- Follow-up with subcontractors during negotiations and offer award or subcontract terms, performance and payments.
- Maintaining organized and detailed project records.

Dates : From May 2012 till May 2014
Employer : Arab Contractors (Osman Ahmed Osman), Cairo
Job title : Material Control Engineer
Job Description :

- Coordinating between all the working projects in the branch.
- Managing material needs of the working projects.
- Finding the best price for the materials needed.
- Estimating yearly material plan with the estimated time of delivery and cost.

Dates : From May 2010 till May 2012
Employer : Arab Contractors (Osman Ahmed Osman), Cairo
Project : Fahad Hospital
Job title : Technical Office Manager
Job Description :

- Supervise and review the preparations of construction method statements with construction personnel.
- Preparing technical and material submittal.
- Planning and maintaining project budget and schedule Planning.
- Attend progress meetings, discuss and suggest technical proposal.
- Take part in the project management review and risk management review.
- Coordinate between the construction and engineering teams ensuring that the construction requirements are conveyed to the engineering teams and that the engineering deliverables satisfy the construction requirements.
- Managing the cost analysis and cost control of site activities.
- Coordinate with quantity surveyors or payment appreciations and change orders.
- Review subcontractors' invoices.
- Follow-up with subcontractors during negotiations and offer award or

- subcontract terms, performance and payments.
- Documenting project issues/conditions.
- Maintaining organized and detailed project records.

Dates : From May 2008 till May 2010
Employer : Arab Contractors (Osman Ahmed Osman), Cairo
Project : Al Awla Bel Reaya Project
Job title : Project Management
Job Description :

- Reviewing designs based on design standards.
- Preparing budget.
- Project scheduling and following up with the specified schedule and setting corrective action if needed.
- Coordinating between contractors, design team, IT Team & security team.
- Follow up on project and managing budget within different stages of the project.
- Project closeout.

Dates : From May 2005 till May 2008
Employer : Arab Contractors (Osman Ahmed Osman), Cairo
Job title : Biding & Tendering Engineer
Job Description :

- The initial review and summarizing of the package so that an initial Bid or No Bid decision can be made.
- Compilation and ownership of the Tender Responsibility Matrix.
- Hold the Tender Kick of Meetings.
- Compiling and managing the tender inputs.
- Coordination of all subcontractor ITT and evaluations.
- Compiling the pricing spreadsheet to build up the cost base.
- Evaluating of the project risks.
- Evaluating the competition / competitive position.
- Interface with other departments as required.
- Presenting the costing to management.
- Compiling the commercial qualifications to ensure compliance with all commercial principals.
- Compiling the final tender package in compliance with all processes, procedures and principals.
- Ensuring timely delivery of the tender documents.
- Dealing with ongoing clarifications / negotiations.
- Close out of tenders negotiations.
- Handover to the project team.
- Support/Ownership of ongoing tendering initiatives.