

Holds a B. Sc. in Electrical Power Engineering and has over 11 years hands-on experience working in technical office field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 07/01/1982
Gender : Female
Marital Status : Single
Residence : Imbaba, Cairo

EDUCATION

: B. Sc. in Electrical Power Engineering, Helwan University, 2005

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet
: Adobe: Photoshop, Illustrator, In-Design, Acrobat Pro
: AutoCAD 2D & 3D
: Dialux
: ETAP 4
: DocWin

TRAINING COURSES AND CERTIFICATIONS

: Graphic Diploma, Russian Culture Center (2013).
: Course for Fire alarm system, Jelecon Training Center (2012).
: Course for Power Distribution system, Jelecom Training Center (2010).
: Course for Control by PLC, Don Bosco Institute (2010).
: ICDL course, Scholarship from Ministry of Communications & Informations Technology (2008).
: Course for Automatic Control, Don Bosco Institute (2007).
: Summer training at Shoubra El-Kheima Power Station (2003).
: Summer training at Egyptian Co. for Iron & Steel Manufacture Factory (2002).

CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Sep. 2014 till now
Employer : Unisafe for Fire protection systems
Job title : Head of Technical Dept.
Job Description :
 - Studying & preparing tenders & offers (technically & financially).
 - Cost analysis for firefighting & fire alarm work.
 - Studying offers & proposals from suppliers.
 - Receive and respond to clients' inquiries.
 - Review of projects contracts and terms.
 - Co-operate with site engineers in:
 - Follow up submittals & drawings approval.
 - Providing the projects required materials and instruments.
 - Follow up installation process.
 - Follow up financial issues (payments, letters of Guarantee, supplies, sub-contractors payments.....).
 - Follow up hand over of the projects including preparing As-built drawings, operation & maintenance manuals, Guarantee certificates
- Dates** : From Mar. 2014 till Sep. 2014
Employer : Electro Dream Company
Job title : Technical Office Engineer
Job Description : Studying tenders technically & financially (concerning the part related to fire fighting, fire alarm and light current systems).
- Dates** : From Jan. 2009 till May 2013
Employer : Unisafe for Fire Protection Systems
Job title : Technical Office Engineer
Job Description :
 - Studying tenders technically and financially.
 - Cost analysis for fire fighting and fire alarm work.
 - Studying offers and proposals from suppliers.
 - Search and contact with foreign manufacturers to get good prices to be competitive.
 - Receive and respond to clients inquiries.
 - Preparing technical offers and pricing for projects after choosing the required materials.
 - Co-operate with Site Engineers in providing the projects required materials and instruments.
- Dates** : From Apr. 2008 till Jun. 2008
Employer : APEC Systems
Job title : Technical Office Engineer
Job Description :
 - Studying tenders technically and financially (concerning the part related to automation and control of several equipments in water and waste water boost station).
 - Contact international companies to get pricing for equipments needed.

Dates : From Jan. 2008 till Feb. 2008
Employer : Electra Co. for Elevators
Job title : Maintenance & Installation Engineer
Job Description : Supervision of maintenance and installation process for buildings elevators.

Dates : From Mar. 2006 till Aug. 2007
Employer : TRANSCAD Co. for engineering drawings & digital maps
Job Description : Drawing maps.

Skills:

- Very good knowledge of fire fighting and alarm systems.
- Very good knowledge of power distribution system.