

Holds a Bachelor of Arts and has about 9 years experience working as Civil / Structural Designer in the field of the Oil & Gas, joined more than one department, different tasks & gaining many skills & knowledge in the field of engineering & admin work, followed by a shift to the water treatment field then pharmaceutical projects.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 19/03/1982
Gender : Female
Residence : Giza, Cairo

EDUCATION

: Bachelor of Arts, Ain Shams University, 2006
: Secondary Education: Our Lady of Perpetual Succour School, Heliopolis, Cairo

LANGUAGES

Arabic : Native Language
English : Fluent

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet
: PDMS
: AutoCAD R14, AutoCAD 2006, 2008, 2010 & 2014
: Revit 2014
: Photoshop CS6

TRAINING COURSES AND CERTIFICATIONS

: PMP Course at RITI (2017).
: Microsoft Project at RITI (2017).
: Revit 2014 (In house training Passavant (2014)).
: Problem Solving & Decision Making (Quick Wins Education Center).
: PDMS (Plant Design Management System), In house training, CBI (2011).
: Photoshop training (In house training, CBI (2010)).
: Presentation skills (In house training, CBI, 2009).
: iDocs train the trainer (In house training, CBI, 2009).

- : AutoCAD 2010 (In house training, CBI, 2009).
- : Passenger fares and ticketing course (Initial) at Commercial, Financial & Administration Training Center.
- : Galileo file booking course: Egypt Air Training Division.
- : Fares & ticketing course (Galileo): Egypt Air Training Division.
- : Training at Soleils D'Egypte, Travel Agency, El Marghani, Cairo (Jan./Feb. 2005).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Aug. 2016 till now
Employer : Eva Pharma
Job title : CEO Executive Secretary
Job Description :

- Assist in following up and preparing progress reports for the company projects.
- Assist in preparations of meeting and events.
- Provide historical reference by developing and utilizing filing and retrieval systems; archive meetings discussions by preparing MOM.
- Deputy of CEO Office Manager for all job duties.

Dates : From May 2014 till Mar. 2016
Employer : Passavant Energy and Environment (former Passavant Roediger)
Projects :

- NEW DRINKING WATER TREATMENT PLANT OF ISMAILIA (proposal): Preparing 2D drawings
- GABAL EL ASFAR Waste Water Treatment Plant: Preparing 2D drawings

Job title : AutoCAD Designer
Job Description :

- Studying the tender documents and assisting in the preparation of proposal documents.
- Preparing 2D drawings.
- Responsible for creating a local data base for the drawings in site and updating it.
- Preparing the drawings for site inspection.

Dates : From Oct. 2010 till Sep. 2013
Employer : Chicago Bridge and Iron (CB&I) Lummus
Job title : Civil / Structural Designer
Job Description :

- SCPX Expansion (Client: BP):
 - Preparing 2D C/S drawings.
 - Preparing 2D Pipe lines drawings.
 - 3D modelling using PDMS.
- Cartagena Refinery (Client: Reficar, Columbia):
 - Preparing 2D C/S drawings.
- South Hook LNG Terminal & Grain 3 (Client: Qatar Petroleum LNG Services, ExxonMobil Terminal Company Ltd. and Total S.A.):
 - Preparing 2D C/S drawings & checking.
- Cabinda Gas Plant (Client: Chevron):
 - Preparing 2D C/S drawings.
- Chilean (Client: GNLQuintero):

- Preparing 2D C/S drawings.
- Louisiana Ethylene Expansion Project (Client: Williams Olefins):
 - Preparing 2D C/S drawings.
- Fluidized Catalytic Cracking Unit (FCCU), Client: Petrotrin:
 - Preparing 2D C/S drawings.

Dates	:	From Aug. 2008 till Oct. 2010
Employer	:	Chicago Bridge and Iron (CB&I) Lummus
Projects	:	• HDS-6 (Client: Shell): - Handling the supplier documents & Quality check. • Kearl Oil Sands Project (Client: Imperial): - Handling the supplier documents. • NKNK (Client: Nizhnekamskneftekhim): - Internal & External Expediting & handling the supplier documents. • Orca (Client: Shell): - Handling the supplier documents. • Zuidwending (Client: VOF Zuidwending): - Project Secretary.
Job title	:	Document Control Specialist (Document Management, Expediting, Admin Support & Trainer)
Job Description	:	• Internal and external document expediting. • Handling the supplier documents and quality checking (soft copies and hard copies). • Train new comers on the company document control management system (iDocs). • Give training on some soft skills. • Admin support.
Dates	:	From Mar. 2007 till Aug. 2008
Job Description	:	Teacher at Baby Academy Nursery, Masr El Gedida, Cairo Class Teacher responsible for applying the nursery theory that children learn best through play and this is to be applied in 7 centers: • Games and Puzzles Center. • Reading and Listening Center. • Dramatic Center. • Block and Construction Center. • Creative Center. • Writing Center. • Math and Science Center.
Field of experience	:	• Preparing 2D C/S drawings and 3D Modeling. Software Applied: PDMS, AutoCAD R14, AutoCAD 2006, 2008 & 2010. • Professional experience with industrial projects drawing standards, production, modeling techniques and interdisciplinary interfacing. Codes and standards: - Steel detailing by AISC American Institute of Steel Structures. - Reinforcement detailing ACI American Concrete Institute. - Detailing requirements of BSI (British standard). • Document Management. • Internal and External Document Expediting.

- Train new comers on the company data base program (iDocs).
- Give training on some soft skills & responsible of a book forum (Exelerate Program).
- Preparing Materials take-off list and Quality Check.
- Professional experience with industrial projects drawing standards, production, modeling techniques and interdisciplinary interfacing.
- Had previous experience in internal and external document expediting, handling the supplier documents and quality checking.