

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  - Provide historical reference by developing and utilizing filing and retrieval systems; archive meetings discussions by preparing MOM.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.