

Holds a Bachelor in Commerce (Accounting) and a Bachelor in Agriculture. Has about 12 years hands-on experience working in administration field.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 15/11/1985  
Gender : Female

## **EDUCATION**

: Bachelor in Commerce (Accounting), Ain Shams University, 2006  
: Bachelor in Agriculture, Cairo University, 2018

## **LANGUAGES**

Arabic : Native Language  
English : Very Good

## **COMPUTER SKILLS**

: Windows, MS Office (Word, Excel, Power Point), Internet  
: Publisher

## **TRAINING COURSES AND CERTIFICATIONS**

: Professional Diploma Contractual and Legal Aspects in Construction Industry: Construction Law (CLAC) AUC (2013-2016).  
: IRCA certified ISO 9001:2015 Auditor – Transition Training Course – RICl – 2016.  
: Principles and Administration of Construction Claims at AUC – 2014.  
: Mini Professional Diploma in Human Resource – Cairo University & NGC – 2014.  
: Certified Lead Auditor ISO9001:2008 – IRCA (2013).  
: FIDIC (Fédération Internationale Des Ingénieurs-Conseils) forms of contract course – 25 hrs (2013).  
: BG (British Gas Egypt) workshop – Ethical conduct policy & standards (2013).  
: Leadership in Energy and Environmental Design (LEED) awareness (2012).  
: External auditors member 2011 (Trainee) for initial audit at Mufadal Factory for food industries – 10th of Ramadan City (2011).

- : External auditors member 2011 (Trainee) for surveillance audit at Egyptian Food Bank – Mokattam (2011).
- : REACH Registration, Evaluation, Authorization and Restriction of Chemical substances workshop – supply chain (2010).
- : Egyptian National Cleaner Production Center (ENCPC) workshop – Material Safety Data Sheet (MSDS) (2010).
- : English Conversation programme Level four – British Council (2010).
- : English Conversation Group IV – AUC (2007).
- : Certified Internal Auditor – CTC Training Center (2006).
- : Quality, environmental, safety awareness (2006).
- : Principle of accounting – Ain Shams University (2004).

## CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Oct. 2009 till now
- Employer** : EI-Ofoq for Trading & Contracting
- Job Description** :
- Contract Administrator, Auditor & Negotiator (from Jan. 2014 till now).
  - Logistic Coordinator – Cairo International Airport (TB2) (from Jan. 2014 till Dec. 2016).
  - From Oct. 2009 till Dec. 2013:
    - Quality, Health, Safety and Environment Dept.
    - Tender Specialist & Coordinator.
    - Contracts Auditor & Negotiator.
    - Document Controller.

- Dates** : From Oct. 2006 till Oct. 2009
- Employer** : Egyptian British Co. for Specialty Chemicals & Auxiliaries
- Job Description** :
- Q&HSE Manager:
    - Contact Person & Coordinator for IMC (Industrial Modernization Center).
    - Contact Person & Coordinator for supply chain with P&G (Proctor & Gamble).
    - Contact Person for supply chain with Henkel.
    - Contact Person for REACH-ECHA (European Chemical Agency).
  - Import & Export Department.
  - HR Department.
  - Exhibitions Organizer.