

Holds a B. Sc. in Mechatronics Engineering and has over 4 years hands-on experience working in technical office field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 28/07/1986
Gender : Female
Marital Status : Married
Residence : New Cairo

EDUCATION

: B. Sc. in Mechatronics Engineering, Helwan University, 2008

LANGUAGES

Arabic : Native Language
English : Very Good
German : Basics

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet
: Matlab (Programming, Simulink)

TRAINING COURSES AND CERTIFICATIONS

: English Course (Jan. 2016).
: Solar Energy: National Research Center cooperation with Solar Power Co. (Nov. 2015).
: AutoCAD 2D (self study).
: Automation: APECS Co. (Apr. 2008).
: Matlab: Panasonic Co. & Faculty of Engineering, Ain Shams University (Oct. 2007).
: TELEMASR (NEC) (Aug. 2007).
: PLC: EHA Co. (Feb. 2007).
: Sakr Factory (Arab Authority for Industrialization) (Sep. 2006).
: Printed circuit board – BAHGAT GROUP (Aug. 2006).
: Shoubra Company for Engineering Industries (27 factory previous) (Ministry of Military Production) (Jul. 2006).
: Faculty workshops (milling, welding, casting & turning) (Aug. 2005).

: El Safwa Company for computer assembly and maintenance (Jul. 2004).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Apr. 2016 till now
Employer : East Coat Petroleum Services Co.
Job title : Sales Support
Job Description :

- Prepare valves quotations.
- Petroleum Huge companies registration for new agent.
- Marketing and finding new customers.

Dates : From May 2010 till Aug. 2011
Employer : Siemens Egypt Co.
Job title : Service Back Office Engineer
Job Description :

- Prepare quotations and tenders.
- Order processing and tracing.
- Warranty process for defective parts.
- Check availability of spare parts at different warehouses.
- Visa Regulation and booking for tickets and hotels.

Dates : From Nov. 2009 till Apr. 2010
Employer : Royal Gate Co.
Job title : Technical Office Engineer
Job Description :

- Prepare tenders, technical offers and financial offers of automatic gates and doors.
- Prepare projects technical submittal and get the project consultant final approval.
- Contact the manufacturer by mail to recommend the desired SPESC.
- Prepare doors & gates Shop Drawing.

Dates : From Aug. 2008 till Jun. 2009
Employer : Misr For Eng. Works Co.
Job title : Technical Office Engineer
Job Description :

- Prepare projects technical submittal of over head cranes and get the project consultant final approval.
- Prepare tenders, technical offers and financial offers.

Employer : Civic-one Co. (part time)
Job title : Quality Assurance Engineer
Job Description : Install access control system at Valeo Co. in Smart Village.