

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.