

Holds a B. Sc. in Electrical Power & Machines Engineering and has about 4 years hands-on experience working in technical office field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 18/12/1989
Gender : Female
Marital Status : Married
Residence : Cairo

EDUCATION

: B. Sc. in Electrical Power & Machines Engineering, Ain Shams University, 2012
: Secondary Education: Saint Clare Language School, 2007

LANGUAGES

Arabic : Native Language
English : Excellent
French : Good

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet
: AutoCAD
: C++
: Matlab
: Photoshop
: Web design

TRAINING COURSES AND CERTIFICATIONS

: Successfully completed a training period of 4 weeks at "SIEMENS":

- Over view about the A&D mission and projects.
- Explaining offer cycle & how to prepare an offer.
- Working with the service team.
- Developing presentation skills.
- Over view about distribution plans, system integrators & panel builders.

: Successfully completed a training period of 4 weeks at OCI (Electromechanical – Industrial Estimation) (2010-2011).

- : Successfully completed a 21 hrs. summer course in "marketing for non-marketers" at a students' internal ship program at Ain Shams University.
- : Had a general overview about the HR departments at the "MECA" Academy (Students activity certified from Schneider Electric).
- : Had completed a 16 hrs. summer course in "Supply chain and procurement" at a student academy sponsored from Exxon Mobile.
- : Completed 36 hrs. Web Design course.
- : Completed 40 hrs. PMP course exam preparation.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Feb. 2014 till Aug. 2016
Employer : Orascom
Project : Dar Al Foad Hospital
Job title : Technical Office Engineer
Job Description :

- Preparing Power, Lighting & Fire system Shop drawings using AutoCAD.
- Panel Board Schedule calculations.
- Electric room co-ordination.
- Cable tray, Cable trunk and conduits routing and sizing.
- Mechanical loads calculations.
- Preparing site clarification requests.
- Preparing material submittals.
- Quantity survey.

Dates : From Nov. 2012 till Feb. 2014
Employer : Orascom Construction and Industries
Job title : Electrical Tender Engineer at the MEP building department
Job Description :

- Quantity surveying of the project.
- Studying technical specifications.
- Studying commercial and technical offers.
- Preparing comparison sheet.
- Preparing BOQ.