

Holds a B. Sc. in Mechanical Power Engineering and has about 2 years hands-on experience, working mainly in technical office field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 02/11/1992
Gender : Female
Marital Status : Single
Residence : Nasr City, Cairo

EDUCATION

: B. Sc. in Mechanical Power Engineering, Ain Shams University, 2014
: Secondary Education: Sembiat Abiola School, 2009

LANGUAGES

Arabic : Native Language
English : Very Good
French : Basics

COMPUTER SKILLS

: Windows, MS Office, Internet
: EES (Engineering Equation Solver)
: AutoCAD
: Solid Works

TRAINING COURSES AND CERTIFICATIONS

: Basic Life Support & First Aid, Egyptian Red Crescent (Jul. 2016).
: Autodesk Revit MEP 2015, CAD Masters & Graphic School (Mar. 2016).
: HVAC System Designing Course at Mutthada Training Center (MTC) (Sep. 2013).
: Training at New and Renewable Energy Authority (Aug. 2013).
: Training at Arab Contractors (Jul. 2013).
: AutoCAD 2D at Ministry of Defense (Sep. 2011).
: Solid Works at Pirates Egypt.
: Solar heater workshop.
: English courses at Not Courses Center.

: ICDL at Al-Azhar University.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Apr. 2016 till now
Employer : ACEC Air Conditioning
Job title : Technical Office Engineer
Job Description :

- Responsible to ensure that the site is supplied with all documentation, methods and materials needed to carry out the works.
- Follow up on the permanent work design and coordinate this with the site.
- Coordinate on a daily basis with the suppliers.
- Prepare technical and commercial comparison sheets of offers received from the suppliers.
- Prepare Submittals for consultant approval.
- Conduct quantity surveying for all executed work.
- Prepare shop drawings for HVAC and firefighting projects.
- Make HVAC and firefighting designs.

Dates : From Nov. 2015 till Mar. 2016
Employer : EBC - Egyptian Balancing Company
Job title : Technical Office Engineer
Job Description :

- Study system blueprints, specifications, and performance data to determine configuration and purpose of system components, such as motors, pumps, fans, switches, ducts, or pipes.
- Measurement and adjusting of air and water flows at varying types of air handling equipment including roof top units, air handling units, induction units, exhaust fans, pumps and coils.
- Discusses system malfunctions with users to isolate problems.
- Inspect system to verify system compliance with plans and specifications and to detect malfunctions in system component parts.
- Adjust system controls to settings recommended by vendor to prepare to perform tests.
- Test performance of air and hydronic systems, using specialized tools and test equipment, such as pitot tube, manometer, anemometer, velometer, tachometer, psychrometer, and thermometer, to isolate problems and determine where adjustments are necessary.

Dates : From Feb. 2015 till Oct. 2015
Employer : Egy Fire
Job title : Technical Sales Engineer
Job Description :

- Searching for new clients who could benefit from your products in a designated region.
- Establishing new, and maintaining existing, relationships with customers.
- Managing and interpreting customer requirements.
- Persuading clients that a product or service will best satisfy their needs.
- Calculating client quotations.
- Solving client problems.