

Holds a B. Sc. in Civil Engineering and a Post Graduate Diploma in Projects Management. Has more than 5 years hands-on experience working as Planning Engineer, Construction Claims Engineer and Project Engineer.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 01/10/1987  
Gender : Female  
Marital Status : Single  
Residence : Nasr City, Cairo

## **EDUCATION**

: B. Sc. in Civil Engineering, Cairo University, 2010  
: Post Graduate Diploma in Projects Management, Cairo University, 2012  
: Masters in Construction Management and Engineering, Al-Azhar University (ongoing)

## **LANGUAGES**

Arabic : Native Language  
English : Very Good

## **COMPUTER SKILLS**

: Windows, MS Office, Internet

## **TRAINING COURSES AND CERTIFICATIONS**

: SP (Scheduling Professional) Course, PMI Institute.  
: Primavera 6 tool & Microsoft Office Project 2007.  
: Project controls professional reporting using Primavera P6.

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From Feb. 2016 till now  
**Employer** : Solid Construction, Cairo  
**Job title** : Planning Engineer  
**Job Description** :

- Prepare baseline schedule, revised schedules and recovery schedules considering all inputs (manpower, equipment and materials) availability, production and construction sequences.

- Develop and update resource (manpower and equipment) histogram weekly or monthly as required.
- Evaluate allocation of resources and provide recommendations to maintain required progress.
- Develop and implement plan versus actual progress charts (histograms/S curves). Reports and analysis deviations from plan.
- Track, monitor and forecast progress of all activities and deliverable such as products, engineering documents, fabrication status and construction of all discipline.
- Preparation of accurate Earned Value and Budgeting reporting in monthly basis.
- Analyze gaps between the planned and actual progress and highlight the areas of concern that required action of the associate task member.
- Study and analyze the impact of any event or variation on the time schedule and prepare the EOT claims.

**Dates** : From Feb. 2014 till Jan. 2016  
**Employer** : Saudi Bin Laden Group, Cairo  
**Job title** : Construction Claims Engineer  
**Job Description** :

- Quantity Survey for all construction & finishing activities.
- Budgeting and cost analysis for all project items.
- Administer contractor's work and ensure compliance with submitted contract documents.
- Study and prepare requests for information for various projects, follow up subcontractor's progress.
- Coordinate, review and assess contract submittals.
- Prepare claims and cost variations documents.

**Dates** : From Jan. 2012 till Feb. 2014  
**Employer** : Ahmed El Sherif for Contracting, Cairo  
**Job title** : Planning Engineer  
**Job Description** :

- Preparation of Baseline Program for project at the tendering stage as per the scope of work using Primavera 6 according to Contract stipulations.
- Complete resource planning including labor & non-labor as per project scope.
- Preparing a narrative progress report at monthly basis that depicts clearly status of the project progress
- Preparation of related reports (look heads, resource histograms, cash flow ...etc.).
- Cost loading and monitoring the cash flow & project progress.
- Performing any necessary adjustments or/and recovery plans to the program to respect the time frame of the project.
- Preparation of detail documents for extension of time for the project.
- Preparation of recovery plans and corrective actions.

**Dates** : From Jan. 2012 till Feb. 2014  
**Employer** : EGEC for Consulting Services, Cairo  
**Job title** : Project Engineer

- Job Description** :
- Quantity Survey for all construction & finishing activities.
  - Budgeting and cost analysis for all project items.
  - Invoices preparing and review.
  - Preparation of Construction Package and Tender Documents.
  - Participated in the Tender Evaluation Stage; which includes detailed financial review and analysis of the submitted offers, Contractual review and evaluation, and comprehensive Technical review for the Submitted Time Schedules.
  - Participated in the preparation and negotiations of the Contractor's Contract.