

Holds a B. Sc. in Mechanical Power Engineering and has more than 1 year hands-on experience working in technical office field.

PERSONAL DATA

Nationality : Egyptian
Gender : Female
Residence : Giza, Cairo

EDUCATION

: B. Sc. in Mechanical Power Engineering, Helwan University, 2016
: Studying for Master degree in Mechanical Power Engineering, Cairo University

LANGUAGES

Arabic : Native Language
English : Very Good
French : Good

COMPUTER SKILLS

: Windows, MS Office, Internet
: AutoCAD – HAP – Elite – EES – CFD

TRAINING COURSES AND CERTIFICATIONS

: MEP Diploma (HVAC - Firefighting - Plumbing).
: Trainings at:
• General Motors Company.
• Mercedes Company.
• NREA (New and Renewable Energy Authority).
: Conferences:
• 1st Cairo Energy, International Conference & Exhibition (6-9 Sep. 2014).
• Facility Management in American University in Cairo (15 Mar. 2017).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Apr. 2017 till now
Employer : Egyptian Engineering Company for Water Treatment and Water Desalination Plants
Job title : Technical Office Engineer

- Job Description** :
 - Design of the mechanical water treatment and water desalination plants.
 - Dealing with the material submitted and providing the material take off for different mechanical systems.
 - Finalize technical queries and issues with the vendors, report the issue to company, receive replies and ensure the results are fully implemented.
 - Solve technical issues raised due to confliction between drawings and reality work or due to material in compliance with drawings.
 - Follow up fabrication steps with vendors and in factory.
- Dates** : From Aug. 2016 till Mar. 2017
- Employer** : POMEK For Construction & Facility Management Company
- Job title** : Technical Office Engineer
- Job Description** :
 - Participate in implementing technical office policies and procedures.
 - Study the project contract documents (time schedule, project design drawings, BOQ, etc.).
 - Study and prepare requests for information (RFIs) for all missing, unclear, conflicting or other technical matters that may arise during construction.
 - Participate in solving/reporting any unexpected technical difficulties, and other problems that may arise during construction to the Technical Office Manager for discussion and proper solve.
 - Open new markets for maximizing client potential in designated regions inside Cairo and different governorates inside Egypt.
 - Working on after-sales support services and providing technical back up as required.
 - Meeting regular sales targets and coordinating projects.