

Holds a B. Sc. in Petroleum & Petrochemical Engineering and has over 2 years experience working as Tendering Engineer and Technical Sales & Operations Engineer.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 10/03/1994
Gender : Female
Residence : Mokattam, Cairo

EDUCATION

- : B. Sc. in Petroleum & Petrochemical Engineering (Credit Hours System), Cairo University, 2016
- : Studying for M. Sc. in Green Process Engineering (Credit Hours System), Cairo University, from 2018 till now
- : Secondary Education: Nobel Language School, Cairo, 2011

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

- : Windows, MS Office (Word, Excel, Power Point), Internet
- : Hysys
- : Matlab

TRAINING COURSES AND CERTIFICATIONS

- : Internships at:
 - Engineering for the Petroleum and Process Industries (ENPPI) (Aug. 2015).
 - Egyptian Petroleum Research Institute (EPRI) (Jul. 2015).
 - Badr El Din Petroleum Company (Bapetco) (Aug. 2014).
 - Middle East Oil Refinery (MIDOR) (Jun. 2014).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Nov. 2017 till now
Employer : Tecno Group, New Cairo

Job title : Tendering Engineer
Job Description :

- Manage cost preparation responsibilities.
- Preparation comparisons to sub-contractors and suppliers (technical + commercial) and analysis of prices, select the category that will be included in the tender.
- Review the tender documents to be sent to agreed sub-contractors and suppliers.
- Prepare technical & commercial proposals.
- Attend clarification meetings with Client when required.
- Ensure that tenders meet company commercial guidelines.

Dates : From Jan. 2017 till Sep. 2017

Employer : A-plus Services, Maadi

Job title : Technical Sales & Operations Engineer

Job Description :

- Equipment audit and storage supervision.
- Technical support for Casing and Cementing services scope.
- Putting sales plan for each quarter, distribute tasks on team members and identify our sales targets.
- Identify current and future customer requirements by establishing personal rapport with potential and actual customers.
- Providing product, service or equipment technical and engineering information by answering questions and requests.
- Preparing orders and submitting tenders.

Dates : From Jun. 2016 till Jan. 2017

Employer : Bricks4Kidz Egypt

Job title : Program & Operation Manager

Job Description :

- Supervising staff and dividing responsibilities to ensure performance.
- Manage phone calls and e-mails.
- Prepare presentations/proposals needed.
- Ensure that the process and employees are working smoothly and efficiently.
- Handling invoices with clients and accounting department.
- Handling clients' requests and concerns.
- Recruiting process for all positions.
- Operating a program of suitable learning and playing activities to develop children's personality.

Dates : From Mar. 2013 till Jun. 2016 (during education)

Employer : Bricks for Kids, 6th of October

Job title : Lead Instructor

Dates : From Jan. 2013 till Feb. 2013 (during education)

Employer : Nutty Scientist, New Cairo

Job title : Instructor