

Holds a B. Sc. and a Diploma in Chemical Engineering and has over 6 years hands-on experience working as Cost Team Coordinator, Environmental Engineer and Technical Studies Engineer.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 12/12/1987
Gender : Female
Marital Status : Single
Residence : Cairo

EDUCATION

: B. Sc. in Chemical Engineering, Cairo University, 2011
: Diploma in Chemical Engineering, Cairo University, 2014

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

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

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Jun. 2016 till Oct. 2017
Employer : GS Engineering & Construction
Project : ERC Project, Cairo
Job title : Cost Team Coordinator
Job Description :

- Coordinate with Company Departments on cost related matters.
- Prepare monthly Cost Request for Payment and Invoices between Client and Company.
- Coordinate with Key Construction personnel on cost related matters.
- Participate in and provide detailed Cost Information Reports regarding Additional work and Change Order work.
- Participate in and contribute in meetings within the project.
- Maintain fully updated status and back-up documentation of cost control related matters.

Dates : From Jun. 2015 till Jun. 2016
Employer : GS Engineering & Construction
Project : ERC Project, Cairo
Job title : Environmental Engineer
Job Description :

- Continuously monitor and trace Environmental works at Abo Zabaal Landfarm.
- Focal point for communication with Client Representative (WP Geo-Environmental Engineer – WorleyParsons for Resources & Energy).
- Reviewing all documentation work (Management plans - Method statements - Work Reports) provided by Subcontractor and discusses it with Client Representative for its Approval.
- Coordinating and implementing the Environmental Plan requirements in field and providing other environmental field support.
- Participating in meetings with Subcontractors, Contractor and Client Project Teams to follow up Project status, Performance, Schedule and Cost.

Dates : From Jun. 2014 till Jun. 2015
Employer : GS Engineering & Construction
Project : ERC Project, Cairo
Job title : QC/QA Environmental Engineer
Job Description :

- Witness inspection, testing and certify results.
- Continuously monitor Environmental works.
- Focal point for communication with client representative (WP Geo-Environmental Engineer – WorleyParsons for Resources & Energy) and report to Site Coordinator / Construction Manager.
- Support Remediation Team and monitor Environmental scheme for Remediation works.
- Coordinate with and advise the construction supervisor about Environmental Monitoring plan requirements.

Dates : From Apr. 2012 till Oct. 2013
Employer : ECARU, Cairo
Job title : Technical Studies Engineer
Job Description :

- Preparing technical studies for current situation of Solid Waste Management in Egypt.
- Preparing technical studies for Company Products & Projects to submit to customers and Egyptian Environmental Affairs Agency (EEAA).
- Following up International Environmental Studies and Researches which associated with Company activities.
- Following up and Contact International Environmental Events and Expositions that cover Company activities.