

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

PERSONAL DATA

Nationality : Egyptian
Birth Date : 19/06/1994
Gender : Female
Residence : Shubra Masr, Cairo

EDUCATION

: B. Sc. in Civil Engineering, Ain Shams University, 2017

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office, Internet
: AutoCAD
: SAP
: Etabs
: Safe
: Primavera

TRAINING COURSES AND CERTIFICATIONS

: Training as Structure Engineer at Sabbour Consulting (from Jul. till Sep. 2017).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Oct. 2017 till now
Employer : Shibh Al Jazira Contracting Co.
Job title : Technical Office Engineer
Job Description :

- Preparing and submittal for shop drawings and coordinate their approval process with the project consultant.
- BOQ and surveying for different company projects.
- Tendering and cost estimate.

- Following up site progress (quality control).
- Resolve project matters and monitor the budget.
- Prepare time schedule for executed work versus planned.
- Prepare the construction method statements and risk assessments, and develop work methods and temporary works necessary for your area.
- Preparing invoices for sub-contractors and for owner.