

Holds a B. Sc. in Civil Engineering and has over 2 years hands-on experience working in technical office field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 05/07/1993
Gender : Female
Marital Status : Single
Residence : Nasr City, Cairo

EDUCATION

: B. Sc. in Civil Engineering, German University in Cairo (2010-2013) / Yakın Doğu Üniversitesi, Cyprus - Turkey (2014-2017)
: St. Fatima High School

LANGUAGES

Arabic : Native Language
English : Fluent
Turkish : Good
French : Fair
German : Fair

COMPUTER SKILLS

: Windows, MS Office, Internet
: AutoCAD
: Primavera
: SAP / Staad / Rivera

TRAINING COURSES AND CERTIFICATIONS

: Project Management Professional (PMP), Preparation course in AUC (Jan. 2019).
: Project Management Diploma in AUC (2017-2018), courses taken:

- Planning and Controlling techniques.
- Primavera (1 & 2).
- Bids and Contracts.
- Finance and Budgeting.
- Project management international standards.

- : Summer trainings:
 - ENPPI (2013-2014) (SAP / Staad).
 - Petrojet (2014-2015).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Aug. 2018 till now
Employer : ACE - Moharram.Bakhoum
Job title : Business Development Engineer (UAE sector)

Dates : From Mar. 2017 till Jul. 2018
Employer : NES Office
Job titles : Civil Engineer, Planner

- Field of experience** :
- Preparing Technical and Financial Proposals for Projects in Egypt, UAE.....etc., with variety of clients such as:
 - Hassan Allam Contractors.
 - Reedy Group.
 - Ministry of Trade and Industry.
 - MUSANADA.
 - Abu Dhabi Municipality (ADM / DRM).
 - Abu Dhabi Department of Urban Planning and Municipalities.
 - Abu Dhabi General Authority of Islamic Affairs and Endowments.
 - Abu Dhabi Distribution Company (ADDC).
 - Abu Dhabi National Oil Company (ADNOC).
 - Ministry of Infrastructure Development (MOID).
 - Government of Islamic Republic of Afghanistan (GoIRA).
 - Afghanistan Civil Aviation Authority (ACAA).
 - Afghanistan Airfield Economic Development Commission (AAEDC).
 - Afghanistan Ministry of Urban Development and Housing.
 - Afghanistan Ministry of Public Works (MOPW).
 - Afghanistan Ministry of Finance (MoF).
 - Kabul Municipality and International Development Association (IDA).
 - The Greater Amman Municipality (GAM).
 - Making new Clients and also turning them into permanent ones.
 - Identifying new markets, looking for new growth opportunities for the company.
 - Conducting reviews and considering legal aspects of Contract Award & Administration.
 - Perform Contract Analysis.
 - Preparing contract queries for clients.
 - Claim Settlement and Management; Handling claims from Subcontractors or clients.
 - Prepare Staffing plans.
 - Identify the Client needs and suggest appropriate Products/Services.
 - Coordinate with the Manager in problem solving, resourcing and budgeting activities.

- Assist In Pricing the Submitted Financial Offers.
- Preparing Exquisite Management Presentations, Proposals and other Sales Pitches Required for Interacting with Clients.
- Management skills; Coordination with different departments within the organization, client and subcontractors.
- Site Visiting.
- Attending Meetings, Supporting Project Management Team Managing and Preparing Professional Minutes of Meetings.
- Coordinate with other departments to reach the submittal date of the proposals safely and on time.
- Civil Design Calculation and Issue IFC Drawings (AutoCAD).
- Preparing Execution Plans and Issuing Project Schedules.
- Preparing and Finalizing Fire-Fighting and Electrical Drawings.
- Preparing BOQ's / MTO's.
- Freelance Planner.