

# CV

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## **Objective**

Seeking an interesting and challenging job to work in a systematic and well-organized establishment for utilizing my 13+ years of experience and skills to add value to a progressive reputed company in a professional environment, I am confident and dynamic individual with positive attitude, Team work orientation.

## **Personal Data**

Nationality : Egypt  
Data of Birth : 15-06-1981  
Marital Status : **Married**  
Religion : Muslim  
Languages : arabic, english  
Phone No : 00971558147472  
Sex : Female

## **Skills & Abilities**

- Study of specifications , tenders documents and quantity survey.
- Experience site management, site works including laboratory tests and Quality control of civil projects.
- Experience include making use of computer programs in engineering applications and projects management.
- Ability to coordinate with other disciplines and bring out quality work.
- Ability to complete the given task within the time limit.
- Hard Working and Sincerity.
- Motivation energizing people to achieve high levels of performance.
- Problem solving, alternative identification and analysis and decision making.
- Preparing the program of site works.
- Execute the works as per the approved method statement and briefing the site team accordingly.
- Ensuring that the quality of finished work is as per consultant's requirements and project specifications.

## **Educational Qualification:**

- Bachelor Degree of Civil Engineering (1999-2004) @ Alexandria University - Egypt, Faculty of Engineering.
- Diploma in Construction and Project Management from the Department of Structural Engineering (2014-2017) @ Alexandria University, Faculty of Engineering.

## **Computer experiences:**

- AUTOCAD 2D
- Autodesk Revit Structure
- SAP 2000
- Primavera P6.
- MS Office (Word, Excel )

## **Professional experience:**

### **General Director**

- Site investigation works.
- Review and assemblage of existing information and collection of relevant missing data.
- Quantity taking-off works.
- Preparation of Tenders documents **Quantities Surveyor**.

### **Coordination:**

- Client and consultant requirements.
- MEP Coordination at site.
- Preparing of weekly progress meetings.
- Follow up with the competent authorities.
- Project Program achievements and recovery.

### **Training:**

**From 1/8/2004 to 30/9/2005** I trained & work as site engineer in the Construction Site of the Teachers' Club in Sidi Gaber, Alexandria.

**Work experience:** (Site engineer, Coordinator engineer & Projects manager assistant).

**From 1/10/2005 to 30/10/2017** I worked in **the Egyptian Awqaf Authority** in **Alexandria** in the following works:

1- **From 9/11/2011 to 30/10/2017** ( Projects Manager assistant)

Supervising the construction works of 340 residential buildings (G + 5 ) of 5 models in Burj Al Arab in Alexandria, in addition to Supervising of infrastructure .

- Monitoring and administering the Program and ensuring incorporated materials on construction projects are in compliance with the plans and specifications.
- Assuring that the work is performed as required by the contract and meets or exceeds the required qualities.
- Performing Quality Assurance and Quality Control in steel reinforcement checking the same in construction drawings.
- Coordinate subcontractor's works to insure compliance with drawings and specifications.
- working as part of the site management team and working alongside architects, engineers, construction managers, supervisors, planners, surveyors.

2- **From 15/10/2007 to 4/11/2011.** (Site engineer).

Supervising the construction works of Zohour Buildings 20 residential and administrative buildings consisting of (G + 11) at Mandara in Alexandria from starting till handing over.

- Checking the quality of RCC works such as foundations, columns, beams, walls and slabs etc.
- adhering to the design documents, quality of work, the schedule, safety of the people, costs and more over.
- Checking the Quality of concrete strengths regarding the grade, 7 days and 28 days test.
- Explains the work and Study of assembly drawings to the new comers.

3- Supervising the works of maintenance and restoration of the following works:

- **From 10/2005 - 10/2006.** Damanhour carpets factory in Alexandria on an area of 1500 m2.
- **From 10/2006 - 10/2007.** Administrative, residential and commercial building consisting of 5 floors on an area of 1200 m2 in Al Manshia in Alexandria.

4- In addition to the preparation of Specifications, Tenders and Auctions according to the special Term and conditions.

❖ **From 1/2/2005 to 30/9/2008** I worked at Taba Al Nasr Contracting Company to oversee the implementation of the works entrusted to it by the following implementing agencies.

- 1- **Directorate of Awqaf Matrouh** Supervising the establishment of Al-Jabal Al-Akhdar mosque in matrouh.
- 2- **Sporadic construction works** in the branches of National Bank of Alexandria.
- 3- **Complete maintenance works in** Alexandria Pharmaceuticals.