

# ADEL MOHAMED MOHAMED ELMONGY

## Technical Office Engineer – Roads & Infrastructure

**Address:** Riyadh, Saudi Arabia.

**Mobile:** +966 59 329 7010

**Email:** [adelmhmd132@gmail.com](mailto:adelmhmd132@gmail.com)

**LinkedIn:** [linkedin.com/in/adelelmongy](https://www.linkedin.com/in/adelelmongy)

## PROFESSIONAL SUMMARY

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Civil Engineer with 4 years of experience in technical office roles, specializing in roads and infrastructure. Proficient in preparing shop drawings and BOQs for roads, sewer, and stormwater networks using AutoCAD Civil 3D. Experienced in quantity surveying, cost estimation, invoicing, and project coordination. Seeking a technical office position within infrastructure projects in the Gulf region.

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## EDUCATION

**Bachelor of Civil Engineering - Mansoura University, Egypt**

**2016 – 2021**

- **Accumulative grade: 71.3% (Good)**
  - **Graduation Project: Highways & Airports Design (Excellent)**
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## WORK EXPERIENCE

**Technical Office Roads Engineer | Mamdouh Abd Al-Monem Company | Egypt Sep 2023 – May 2025**

### Key Responsibilities:

- Prepared shop drawings for roads using AutoCAD Civil 3D.
- Performed quantity surveying and developed detailed BOQs.
- Prepared Client and subcontractor invoices based on executed works.
- Coordinated with site engineers to implement designs and resolve technical issues.
- Generated periodic progress reports and maintained project documentation.

### Key Project:

- Electric Express Train – First Line -Sector 7 (Ras El Hekma to Matrouh)
- Marsa Matrouh – Siwa Road Expansion
- El Petrol Road Development
- South Med Egypt Earthworks
- Western Road Development of Sirt – Libya

**Technical Office Engineer | Fahmey Office for Engineering | Egypt**

**Aug 2020 – Jun 2022**

### Key Responsibilities:

- Prepared structural drawings for foundations, slabs, and columns.
  - Supervised site work and documentation for three high-rise.
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## OTHER EXPERIENCE

**Military Clerk – Operations & Fax Department | Egyptian Armed Forces |**

**Jul 2022 – Aug 2023**

### Key Responsibilities:

- Managed official communications and documentation using Microsoft Office.
- Maintained accurate record-keeping under pressure and within military protocols.

## INTERNSHIPS

**Structure Design Intern UTW 12 | Engineering Consulting Group | Jul 2020 – Oct 2020**

- Assisted in the structural design of a commercial mall (42,000 m<sup>2</sup>).
- Modeled RC elements using ETABS and SAFE.
- Conducted load analysis and detailed design according to ECP standards.

**Site Civil Engineer Intern | General Authority for Educational Buildings | Jun 2019 – Oct 2019**

- Participated in site execution of a 5-story school project (700 m<sup>2</sup>).
- Worked on deep foundations, RC structures, and finishing works.

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## COURSES

**Infrastructure Quantity Surveying and Execution Course | Udemy | Feb – May 2025**

- Performed quantity take-off and BOQ preparation for sewer and storm networks using Civil 3D.
- Studied excavation types, soil layers, and backfilling requirements.
- Read and interpreted layout and chamber drawings.
- Understood construction sequencing, materials, testing procedures, and confined space safety.
- Built essential vocabulary for a technical office career in infrastructure works.

**Infrastructure Networks Design Course | YouTube – Dr. Ahmed Abdelhady | Apr – May 2025**

- Learned hydraulic design principles for sewerage, potable water, irrigation, and storm networks.
- Understood pipe sizing, slope calculations, and flow types using Manning's equation.
- Gained practical experience in layout reading and network planning.
- Studied chamber details, network connections, and execution considerations.

**Road Design & Execution Course | BENAA Academy | Jan 2021 – Apr 2021**

- Learned road design principles (horizontal & vertical alignment, pavement layers, Marshall mix).
- Trained on Civil 3D for road modeling and technical drawings.
- Gained knowledge in road execution stages and technical office tasks (shop drawings, BOQs, and site coordination).

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## Software

- AutoCAD Civil 3D
- AutoCAD
- Subassembly Composer
- Microsoft Excel & Word

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## KEY SKILLS

- Quantity Surveying
- Shop drawings
- Cost Estimation
- Quality Control
- Reporting and Documentation
- Project Coordination
- Teamwork and Collaboration
- Time Management
- Problem Solving

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## ADDITIONAL INFORMATION

- Date of Birth: 28/10/1997
- Nationality: Egyptian
- Military Service: Completed
- Marital Status: Married
- Languages: Arabic (Native), English (Good)

**References:** Available upon request.