

ASMAA AHMED SAYED

TECHNICAL OFFICE ENGINEER

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📍 Egypt

📅 15/09/1992

Profile

Highly skilled **Technical Office Engineer** with **6 years** of experience in project coordination, technical documentation, and design review. Adept at preparing shop drawings, quantity take-offs, and material submittals while ensuring compliance with project specifications and industry standards. Proven ability to collaborate with cross-functional teams to optimize project execution and meet deadlines efficiently.

Education

Bachelor's Degree in civil engineering, Faculty of engineering
Grade : Good

09/2012 – 05/2017
Beni Suef

Professional Experience

Technical Office Engineer, CEC Consultant Office

05/2020 – 05/2023

Project Name : Beni Suef National University

Project Scope:

- **10 Buildings:** Academic buildings, administrative offices, laboratories, lecture halls, and libraries.
- **Water Tank:** A dedicated water storage system to support campus operations.
- **Utility Distribution Network:** Infrastructure for power, water, and communication systems.
- **General Site Works:** Roads, landscaping, parking areas, and external utilities.

Duties & Responsibilities:

- **Shop Drawings & Coordination:** Prepared and reviewed complex shop drawings, ensuring compliance with project specifications.
- **Design Integration:** Coordinated with engineering teams to incorporate design modifications based on consultant feedback.
- **Quantity Take-Offs:** Conducted precise quantity take-offs for cost estimation and procurement.
- **BOQ Preparation:** Assisted in preparing Bill of Quantities (BOQ) and price analysis for tendering.
- **Material Submittals:** Prepared and submitted materials for approval, ensuring compliance with standards.
- **Supplier Coordination:** Worked with suppliers and consultants to ensure timely material approvals and deliveries.
- **Project Coordination:** Facilitated communication between site engineers, consultants, and stakeholders.
- **Technical Support:** Provided engineering support to resolve site issues and maintain project flow.
- **Claims Management:** Analyzed project modifications and prepared variation orders and claims.

- **Change Order Negotiation:** Assisted in negotiating change orders with consultants and stakeholders.
- **Scheduling & Progress Tracking:** Monitored project timelines and reported on deviations.
- **Value Engineering:** Contributed to cost-saving strategies while maintaining quality standards.
- **Standards Compliance:** Ensured designs and documents adhered to local and international standards.
- **Quality Assurance:** Conducted quality control checks and prepared reports for audits and approvals.

Technical office engineer, Arab Bureau for consulting engineering

2018 – 2019
Beni suef, Egypt

Project Name: Villa Complex Construction

Project Scope:

- **Villa Complex:** Construction of a residential complex consisting of multiple luxury villas with modern amenities.
- **Infrastructure:** Development of internal roads, drainage systems, water supply, and electrical networks.
- **Landscaping:** Design and implementation of green spaces, gardens, and recreational areas.
- **Parking & Common Areas:** Provision of parking spaces and shared facilities for residents.

Duties & Responsibilities:

- **Shop Drawings Preparation:** Develop and review shop drawings, ensuring compliance with project specifications and industry standards.
- **Quantity Take-Offs:** Perform accurate quantity surveying and material take-offs for cost estimation and procurement.
- **Material Submittals:** Prepare and submit materials for approval, coordinating with suppliers and consultants.
- **Project Coordination:** Work closely with site engineers, consultants, and project managers to ensure smooth project execution.
- **Technical Documentation:** Prepare and maintain technical reports, method statements, RFIs, and as-built drawings.
- **Cost Control & BOQs:** Assist in cost estimation and preparation of Bill of Quantities (BOQ) for various project phases.
- **Standards & Compliance:** Ensure all designs and documents comply with local and international standards.
- **Change Management:** Assess and document project variations and support claims preparation.
- **Scheduling & Progress Tracking:** Monitor project timelines, report deviations, and propose corrective actions.
- **Technical Support:** Provide engineering support to site teams, resolving technical issues efficiently.

Languages

Arabic
Mother Tounge

English
Fluent

Technical Skills

- AutoCAD
- Primavera
- SAP 20
- Planswift
- SAFE
- AutoCAD Structural Detailing
- Revit
- E TABS
- SP Column
- Microsoft Office (Word - Excel - PowerPoint)

Professional Skills

Leadership Skills	Adaptability
Time Management	Problem-Solving
Teamwork and Collaboration	Communication Skills
Project Management	Planning

Courses

Technical Office and Site Training

Structural Design Diploma