

Heba Mostafa Sharaf El-Sayed

Mechanical Power Engineer

Address: 82 Taha Hussein St., Ain shams El Gharbiya, Cairo, Egypt
Mobile: +2 01097222172
E-Mail: hebasharaf01@gmail.com
Nationality: Egyptian
Date of birth: 4-1-1990

Profile Summary

Mechanical Power Engineer with 11 years of working experience in the construction field for commercial, residential buildings, landscape and infrastructure networks with leadership skills.

Objective

Seeking a career opportunity in the field of mechanical engineering where my academic background and working experience can be applied and further enhanced.

Education

- B.Sc. in Mechanical Power Engineering, 2011- Faculty of Engineering - Mattaria, Helwan University
- Cumulative Grade : Very Good with Honor Rank (79.22%)
- Last Year Grade : Very Good (75.27%)
- Graduation project : Design and Control of an Autonomous airship (Blimp) Using Microcontroller.
- Graduation project grade: **Excellent**
- The project was awarded "**the award for excellence in graduation projects**" from **YIA** (Young Innovators' Awards program).
- Class Rank: Top 5%

Work Experience

Mechanical Tendering Section Head at DMC-CURVE from January 2022 till now,

Work responsibilities include:

- Follow the company policies to achieve the required projects target through following plans verifying its application for Mechanical Buildings work.

- Manage the Tender teams to insure the submission of the tenders in time and with competitive cost.
 - Review the tenders' pricing and quantity surveying to insure the tender is calculated properly.
 - Attend the technical and financial opening sessions if needed.
 - Follow the execution of the annual objectives for the Mechanical tendering team (Business, Organization and personal) Objectives into achievable tasks and following up there execution.
 - Prepare the monthly objectives review report for the department manager .
 - Supervise the team members to acquire the required pricing and quantity survey on time and in a proper manner.
- **Senior Mechanical Tendering Engineer at "DMG Mountain View"** from January 2019 to December 2021, Work responsibilities include:
- Identify and quantify cost factors, such as production time, materials, and labor expenses.
 - Prepare cost breakdown for mechanical items in Tender B.O.Q.
 - Easily move to jobsites to gather information on materials needed, labor required, and other factors related to mechanical items.
 - Read all Tender documents in order to prepare estimates for mechanical items.
 - Collaborate with all departments such as Planning team, Q.S team, Accounting team on tender requires.
 - Recommend ways to reduce project cost in terms of mechanical items if applicable taking into consideration the quality.
 - Prepare Subcontractor set "drawing, B.O.Q, spec" for mechanical items & follow-up & Compare their quotations.
- **Mechanical Tendering Engineer at "SIAC" Contracting Company** with 3 years' experience.
- **Technical Office Engineer at "Tiba El Manzalawy" Company** with 1-year experience.
- **HVAC Engineer Tendering & Procurement at "Shams" Contracting Company** with 2-years' experience.

Courses and Trainings

- Management of Engineering Contracts (CMP-05) – The Arab Center for Arbitration.
- FIDIC Module 0 – The Arab Center for Arbitration.
- Claims and Disputes in Construction Contract (CMP-04) -The Arab Center for Arbitration
- Understanding and Implementation of Cost Management System “Cost Control” by Wael Afify.
- Project Budgeting and Financial Control (PRMG 030) – American University in Cairo.
- Projects Bids & Contracts (PRMG 080) - American University in Cairo.
- Construction Procurement Management (PRMG 155) – American University in Cairo.
- Primavera P6 Enterprise Project Management Essentials- American University in Cairo.
- ANSYS Computational Fluid Dynamics (CFD)- Helwan University.
- Arab Contractors Company Training.
- Cairo North Power Station Training

Language skills

- Arabic: Mother tongue
- English: Fluent written and spoken
- French: Basic knowledge of vocabulary.

Technical and Computer skills

- Primavera
- AutoCAD
- AVR microcontrollers programming using C language
- ANSYS (CFD)

Soft skills

- Good communication skills, both verbal and written.
- Managed time efficiently in order to complete all tasks within deadlines Good ability to self-learning.
- Good knowledge in analysis and reporting.
- Ability to accept and learn from criticism.