

Fatimaalzhraa Majid Seedahmed Mohamed

Civil Engineer / Technical Office - planner

Personal Information

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Address: Cairo – Egypt

Career Objective

Motivated and detail-oriented Civil Engineer with a strong background in technical office work, and project scheduling. Seeking to leverage my engineering knowledge, technical skills, and planning expertise to contribute to the success of challenging projects and achieve professional growth within a reputable organization.

Education

- B.Sc. in Civil Engineering
Sudan University of Science and Technology – 2023
- Technical Office and inventory quantities Diploma
Online by eng/ Ahmed hassan - 2024

Professional Experience

- Technical Office Engineer
Misr Construction and Building Company – Egypt | 2025 – Present
Preparing contractor and client invoices
Preparing shop drawings and as-built drawings
Quantity surveying from engineering drawings
Adjustment of timelines schedules
Preparing daily, weekly and monthly reports
- Site Engineer
Al-Sudaniya Al-Souria Al-Urdunia – Sudan | 2019 – 2021
Construction of a residential tower consisting of 9 floors.
Preparing daily reports.
Ensure that all works carried out meet the company's quality standards.
Ensure good environmental, safety, and health practices are always carried out.
Manage the work on site and solve any problems.

Courses & Certifications

- AutoCAD
- Primavera P6
- Soft Skills – McKinsey Forward Program
- Scheduling Professional (PMI-SP)
- Certified Associate in Project Management (PMI-CAPM)

Skills

➤ Technical Skills:

- Microsoft Office (Word – Excel – MS Project)
- AutoCAD
- Primavera P6
- Cost Estimating
- Quantities Surveying

➤ Personal Skills:

- Problem Solving & Analytical Thinking
- Effective Communication
- Teamwork & Collaboration
- Time Management
- Adaptability & Continuous Learning
- Leadership Potential

Languages

- Arabic: Native
- English: Very Good