

ABEER SALAH ELDIN MOHAMED EMARA

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Address: Villa 213, Yasmine 4 district, first settlement, New Cairo

EDUCATION :

♣ Cairo university – Faculty of engineering –Electrical power department.

Graduation year: 2008

Graduation project: Building automation

♣ Narmar Language School Year:2003

Work experience

LMS construction (Nov 2019 till now)

Electrical technical office manager

Responsibilities:

- 1- Review and coordination of all engineering design submittals from contractors, as well as following up site supervision, design conflicts and variation orders for the client.
- 2- Review technical submissions and design layouts as well as material submittals from contractors.
- 3- Lead, by example, the team of multi-disciplinary Section Chiefs and engineers by delegating work according to specialism, project priorities, technical challenges and contractual milestones.
- 4- Attend progress and technical meetings, discuss and suggest technical proposals.
- 5- Coordinate between the construction and contractors' engineering teams ensuring that all requirements are conveyed clearly and delivered upon.
- 6- Coordinate with quantity surveyors or payment appreciations and change orders.
- 7- Manage the Technical Office teams on Technical and Department issues.
- 8- Supervise the review and approvals of shop drawings, Material Submittals with respect to the project Specification and Standards of practice submitted by contractors.
- 9- Continually review the contractor's construction schedule during the progress of site works
- 10 - Review the contractor's List of Deliverables (Submittal of Drawings, design and Materials) as well as ensures the compliance with the contract and project requirements.
- 11- Review Contractor's proposed sub-contractor(s) associated with the various engineering packages.
- 12- Support review of subcontractors' invoices, when required for technical assistance.
- 13- Documenting project issues/conditions.
- 14- Monitoring, coaching and developing the Section Chiefs and Engineering team members.
- 15- Maintaining organized and detailed project records.

Orascom construction OCI 2014 till 2019

1- The Opera Project New Capital (June 2018 till Nov 2019)

Team leader Electrical Technical Office Engineer

Responsible of:

Special Systems (production lighting & sound communication):

1. Interact with the team to ensure the input needed to perform the job and provide support and assistance in performing their tasks.
2. Train, coach and mentor new team members.
3. study the project contract documents (BOQ, list of drawings, project design drawings, time schedule)
4. Revise and coordinate all the electrical requirements for the special systems.
5. Design of production lighting and sound communication containments.
6. Revise Special Systems drawings and coordinate with all other trades.
7. Act as a Coordinator for special systems.
8. Organizing, attending and participating in all the coordination meetings with the designer and the suppliers.
9. Documenting and following up on important actions and decisions from meetings.
10. Preparing necessary presentation materials for meetings.
11. Distribute minutes to all project team members.
12. Coordinate with quality control and issue MIRs.
13. Following the materials delivery on site.
14. Coordinate with Surveying Engineer to provide him all the information required.
15. Issues and prepare VOs
16. Study and prepare requests for information (RFIs) for all missing, unclear, conflicting or other technical matters that may arise during construction.
17. Coordinate with the site engineers.
18. Participate in solving/reporting any unexpected technical difficulties, and other problems that may arise during construction to the Technical Office Manager for discussion and proper solve.
19. Respect Company HSE policies and regulations

2- The Conference Hall Project: located in the NA road, New Cairo.

1. Total area of project 76000m²
2. Total building area of the project 50780m² consists of:
 - Main building with area 29400m²
 - Open show area 18500 m²
 - Mechanical utility building and chillers units with area 1550 m²
 - Soldier building 1900 m²
3. Open area for car parking with area 8000 m² for 335 cars

4. Parking with area 17800m² for 460 cars
5. Green areas area 8850 m²
6. Streets with area 23500 m²

Job role: Senior electrical technical office engineer on site

Responsible of:

- 1- study the project contract documents (BOQ, list of drawings, project design drawings, time schedule)
- 2- revise and prepare shop drawings and the power single line diagram and the project feeder schedule to be sent for approval and implemented on site.
- 3- coordination with site team revise the inspection requests to make sure that they work on the latest updated drawings.
- 4- Coordinate with all the other trades to solve any conflict.
- 5- Review subcontractors shop drawings, and the outsourced shop drawings.
- 6- Help in revising the invoices for our outsourced and suppliers.
- 7- Coordinate with the quantity surveying engineer to provide all required data.
- 8- Report and solve any un expected technical difficulties that may rise in site.
- 9- Prepare as-built drawings and hand over.
- 10- Revise the technical submittals to be as our project design and specs.
- 11- Co-ordinate meetings with the suppliers to cover all the comments raised by the consultant.
- 12- Coordinate with the procurement team to finalize the purchase orders.
- 13- Review tender's proposal, technical, and financial documents.
- 14- Follow up the material delivery on site with the logistics and confirm with our warehouse the quantities.
- 15- Report any missing material quantities or late deliveries or malfunction items.
- 16- Helped in purchasing of some materials.
- 17- Preparing letters and RFI to the owner and the consultant.
- 18- Revise contracts, invoices.

Siemens 2008 — 2014

midlevel Technical office engineer responsible of:

- Prepare shop drawings and as build drawings.
- Processing submittals
- Processing RFIs.
- Quantity surveying for the different items

Projects

- Carrefour hyper market (CFC): fire alarm system
- Egyfood factory industrial zone (4) 6th October city: fire alarm system

- The Polygon project: access control and fire alarm system
- Sheraton Heliopolis kitchens: small power system
- Mena house project

Qualifications:

1- COMPUTER SKILLS

- AutoCAD 2D
- MS Office

2- LANGUAGE

- Arabic (Native)
- English (Excellent)
- French (Good)

Interests :

Reading

Travelling

Diving