

Mohamed Yones Mohamed Shalapy

Structural Technical Office Engineer

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Objective

Junior Civil Technical Office Engineer with 2 years of hands-on experience in technical office activities for construction projects. Skilled in quantity take-off, BOQs preparation, shop drawings review, and coordination between site and design teams. Experienced in preparing technical submittals, method statements, and cost estimates while ensuring compliance with project specifications and contract requirements. Proficient in AutoCAD, Excel, Revit and Primavera, with strong analytical and communication skills. Motivated to contribute to project success through accuracy, efficiency, and continuous professional development.

Education

B.Sc. in Civil Engineering -Tanta University

- **Graduation Year:** 2024 (Grade: Excellent).
 - **Graduation Project:** Civil Engineering Materials Design and Testing. (Grade: Excellent).
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Work Experience

Technical Office Engineer – Concord for Engineering & Contracting– Egypt

(Aug.2024 - Present)

Project: Administrative Control Headquarters Buildings Complex (Administrative Capital)

Key Responsibility

- Prepare and review **shop drawings, as-built drawings**, and technical details in accordance with project specifications and approved drawings.
- Perform **quantity take-offs** and prepare **Bills of Quantities (BOQs)** and cost breakdowns.
- Prepare **technical submittals, method statements**, and **material approvals** for consultant and client review.

- Coordinate with **site engineers, design teams, and consultants** to resolve technical issues and RFIs.
 - Review contract documents, drawings, and specifications to ensure full compliance during execution.
 - Assist in **cost estimation, variation orders, and value engineering** proposals.
 - Monitor project progress and support the preparation of **interim and final payment certificates**.
 - Ensure compliance with **project schedules**, quality standards, and safety requirements.
 - Maintain organized records for drawings, submittals, and technical documents.
 - Support tender preparation, including **pricing, technical queries, and scope clarifications**
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Certification & Courses

- PRMG Course from the American University. (ongoing)
 - CLAC 10 Course with Eng. Sherif El-Haggan.
 - Engineering and finishing Diploma – Bena Academy
 - Planning and scheduling using Primavera p6 – Ali Katary.
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Skills

- AutoCAD, ASD, Excel, Word
 - Primavera P6
 - Revit Structure.
 - Quantity Take-off & BOQs Tools
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Language

- Arabic: Native
 - English: Very good
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Personal Enformation

Date of Birth: 15/7/2001

Marital Status: Single

Military Status: Finished

Gender: Male