

***MARIAM***

[***MARIAM.293720@2freemail.com***](mailto:MARIAM.293720@2freemail.com)

**Resident Visa in UAE:** Valid till May 2019

**Objective**:

Seeking a job to gain more practical experience and enhance the technical skills acquired during academic work and previous years of experience in the **Project Management** field.

**Education:**

* Passed the **Project Management Professional (PMP) exam** and became **certified PMP** from **the Project Management Institute (PMI)** on 21th of August 2011, **PMI ID:** 8870000000698416.
* **Bachelor of engineering - Helwan University**
* **Major:** Electrical Power & Machines Department
* **Graduation Project:** Distribution of Electrical Power in a Resort
* **Date of Graduation:** July 2007
* **Related coursework:**

Mathematics, Mechanics, C-Programming, MATLAB, Electrical Machines,

Project Management, Electrical Circuits, Power Electronics, Microprocessor, Microcontroller, Electrical Control, Power System, SCADA & Control Of

Power System

* **School**: St. Fatima English Language Schools

Primary-preparatory-secondary (from 1989 to 2002) Cairo- Egypt

Mathematical Scientific Section, Score: 91.95%

**Courses:**

* Summer training in **Shoubra El Khama Power Station** summer 2006.
* **AutoCAD 2D & 3D** course in Vision Technologies Center Certified by **Microsoft**.
* **Psychology** course summer 2006.
* **Internal Quality Auditing based on ISO 9001:2000** from SAI GLOBAL (Centerior International Services), and therefore, certified as an internal quality auditor on September 29, 2008. Certificate Number: 200808327
* **PMP** preparation course in the American University in Cairo on August 2009**.**
* **Communication Skills** course in Logic Center on March 2012.
* **Leadership Skills** course on November 2013.
* **Decision Making & Creative Problem Solving** in American Chamber of Commerce in Egypt on June 2014.
* **60 PDUs for PMP / PgMP Certificate Renewal** for having **PMBOK 5th****Edition and Emotional Intelligence** online courses from Stevebros Training & Consultancy from May 2014 till August 2014.
* **Presentation Skills** Course in American Chamber of Commerce in Egypt on August 2014.
* **Purchasing & Supply Chain Management** course in American Chamber of Commerce in Egypt on September 2014.

**Extracurricular Experiences:**

* **Beshay Steel Group:**
* Electrical Power Engineer at **Beshay Steel Group** in the Procurement Department from February 2008 till 2011.
* Senior Electrical Engineer at Beshay Steel Group from December 2011 till September 2015.
* Dealing and negotiating with foreign and local vendors.
* Managing the whole procurement operation.
* Managed cable trays manufacturing project in workshops from November 2009 till June 2010.
* Technically studying offers for cables, low & medium voltage panels, switchgears, MCCs, electrical spares and sensors.
* Reviewing the drawings and layouts for a new 220KV substation.
* Reviewing and modifying low and medium voltage single line diagrams.
* Power distribution designing.
* Indoor and outdoor lighting designing.
* Calculating electrical power loads.
* Studying cables distribution and sizing according to the actual loads.
* **Contrack International Inc.:**
* Senior Electrical Power Engineer at Contrack International Inc. in the Procurement Department from September 2015 till April 2016.
* Worked in projects in Egypt, Iraq & Afghanistan.
* Studying the project’s bill of material, specification, scope of supply & vendor list.
* Sending RFQs to the approved vendors and try to find other vendors which are not in the approved vendors list if required in order to get the best quotation.
* Sending the technical submittals to the project’s consultant for approval.
* Negotiating with the vendor till reach the win-win agreement for both parties.
* Following up the payment and delivery processes till closing the project.

**Language Skills:**

* Arabic: Mother tongue.
* English: Fluent in speech and writing.
* French: Fair in speech and writing.

**Computer Skills:**

* Proficient knowledge of MS windows, AUTOCAD 2D & 3D**.**
* Outstanding acquaintance with MS Office Applications: Word, excel, PowerPoint.
* DAILUX Program
* Excellent in the use of Internet applications.
* Good Speed typing in English.

**Communication Skills:**

* Ambitious
* Reliable
* Responsible
* Able to work under pressure & with teams
* Persuasive
* Good interpersonal skills

"References available upon request”