Reem Mohamed Abd Elmoneam

 01288081564 /01145030294

civil.reem.badawy2016@gmail.com

LinkedIn Account: [www.linkedin.com/in/civilreembadawy](http://www.linkedin.com/in/civilreembadawy)

Career Objective

I desire a challenging and expanding employment opportunity as a tender engineer in your organization for better advancement in my career and to serve your company at the best of my ability.

Education

Bachelor degree of civil engineering from Shoubra Faculty of Engineering

Total grade: Very Good Graduation Project: Sanitary Engineering Project grade: Excellent

Work Experience

-Working as tender engineer for Amlaak group for construction from (1/10/2017)

-Working as tender and procurement engineer for Misr Contraco construction from (14/12/2016)

1. for Tender Projects:

-Studying and reviewing all tenders documents including BOQ, specifications, and drawings

-Sending the projects data (B.O.Q, Specs. & Drawings) to the subcontractors and receive the Offers from the subcontractors.

- preparing RFI

-Reviewing the offers from Technical and financial aspect.

-Handling the pricing operation by making a comparison sheets between the Subcontractors and choose the most suitable one for the operation.

-sending the subcontractors offers to the tender manager to make the priced tender.

 -preparing the technical envelop.

-submit the tender

2. for under construction projects:

-Submitting samples with datasheets to the consultant.

- study and prepare request for information (RFIs)

-Receiving response from the consultant.

-Reviewing and update costs with subcontractors and negotiate with them to reach the most appropriate price.

-preparing the contracts and PO.

-Working as tender engineer for Capital Company from (26/8/2016) till (/12/2016)

Summer Training

 - At DETAC Company from 7-2015 to 8-2015

 - At Nata Gasco Company from 8-2014 to 9-2014

Volunteering as a PR member at Horizons team in Cairo University.-

 -Volunteering as a logistics member at future team and was one of the founders of the team.

 -Volunteering at Resale organization for literacy activity.

Courses

-Primavera p6 at (Expert Training Center)

-Revit structure (course from Jelecom center)

-Quantity survey and shop drawing (E-learning)

-AutoCAD 2D &3D (E-learning

 -Water CAD and Sewer CAD (course & E-leering) used the two programs in my graduation project.

 -SAP2000 (course with a certificate from Excellent Way Center)

-ICDL (course with a certificate from Cairo University)

Personal Information

Address: 5th settlement New Cairo City - Cairo - Egypt

Date of Birth: 1993 Nationality: Egyptian

Languages

English (very good listening good at writing and speaking)

 French (fair)

Skills

Focus on quality and timing at the same time

High production rate

Fast learning

Ability to deal with different people