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 **Moamen Shehata**

 **Civil Engineer.**

 Address: Egypt, Mansoura

 Mobile: +201127154268

 Email: Moamenshehata86@gmail.com

 Available: - Immediately

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| **PROFILE**  |

* Dedicated Civil Engineer with 5 years’ experience with a passion to build excellent relationships with customers & Labors and meet the goals of the organization consistently.
* A highly competent, capable and resourceful professional with good all round experience of Customer relationship management.
* Self-motivated, enthusiastic and with good convincing power and ability to satisfy a customer by verbal communication along with a can-do positive attitude with a proven ability to ensure the smooth running of each projects.
* To obtain a position of a job at your high-profile firm where I can hone my skills, Demonstrate my experience and best contribute to your business.
* Team –Player with outstanding track record of effectively assessing customer’s needs, closing sales with winning attitude and strong work ethic exceling at prioritizing projects to achieve maximum sales volume.

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| **EXPERTISE** |

* **Civil Engineer.**
* **Customer Relationship Management.**
* **Secretarial, Reception.**
* **Public Relations**
* **Corporate Communication**
* **Executive Office.**
* **Coordinator.**
* **Sales Admin.**

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| **EDUCATION** |

* **Faculty of Engineering, 6 October University, Egypt.**

**Bachelor of civil Engineering – 2016.**

**EGYPT COMPANY, – Egypt.**

**POSITION: Civil Engineer**.

*Tenure: January 2020 till october2020.*

**EGYPT COMPANY, – PROJECTS.**

* Director of Concrete Plant in the Green House Project, in Ismailia.

**MARSAM CONSULTING ENGINEERS OFFICE, – Egypt.**

**POSITION: Civil Engineer**.

*Tenure: October 2018 till December2019.*

**MARSAM CONSULTING ENGINEERS OFFICE PROJECTS:-**

* Supervising the implementation of administrative buildings in the green houses project.

**HARRAZ ENGINEERING OFFICE FOR CONTRACTING, – Egypt.**

**POSITION: Civil Engineer.**

*Tenure: August 2016 till August 2018.*

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| **PROFESSTIONAL EXPERIENCE** |

**HARRAZ ENGINEERING OFFICE PROJECTS:**

* Construction of Haraz Residential Tower.
* Supervising the maintenance of the National Bank, Samanoud Branch.

**Responsibilities:-**

* Manage, design, develop, create and maintain small-scale through to large-scale construction projects in a safe, timely and sustainable manner.
* Conduct on site investigations and analyze data (maps, reports, tests, drawings and other).
* Carry out technical and feasibility studies and draw up blueprints that satisfy technical specifications.
* Assess potential risks, materials and costs.
* Provide advice and resolve creatively any emerging problems/deficiencies.
* Oversee and mentor staff and liaise with a variety of stakeholders.
* Handle over the resulting structures and services for use.
* Monitor progress and compile reports in project status.
* Manage budget and purchase equipment/materials.

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| **PERSONAL INFORMATION** |

* English elementary Course, from (**AXON Global Education Network**).
* Hazard identification course, From ( **Arab association for H & Safety**).
* OCHA course, from (**High Trade Group**).

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| **PERSONAL INFORMATION** |

**Persona Hobbies:**

* Reading.
* Music.
* Travelling.

 **Nationality**: Egyptian.

 **Date of Birth:** 11rd Jun 1993

 **Marital Status:** Married.

 **Militarily Status:** Finished.

 **Driving License:**  Egyptian Driving License since 2019

**Membership:**

* + Egypt Syndicate of Engineers since 2016 to Date.

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| **Area of Expertise** |

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| **REFERENCES** |

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* Reference will be available on request

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| **Summary of personal skills** |

* Know how to Deal with Customers & Labors.
* Effective communicator (face to face, telephone and written communication).
* Strong listening and customer service skills, Attentions to detail.
* Strong negotiation and persuasion skills.
* Ability to work independently and manage time effectively.
* Customer service skills (greeting customers, understand needs, explain, selling more and thanks to customers).
* Very strong analytical/critical thinking/problem solving skills.
* Excellent conceptualization skills.
* Excellent written and verbal communication skills.
* Easy and fast learning.
* Confident, Hard Working and Goal Oriented.
* Work under Pressure.
* Friendly, hardworking, flexible, good hospitality skills.

**Languages:**

* Arabic – Excellent Reading Writing & Speaking.
* English – Excellent Reading Writing & Speaking.

 **Information Technology:**

* AutoCAD, SAP, Revit.
* Perfect command over MS-office (*Word, Excel, Power Point*).
* On hand experience of Internet and emailing.
* Social media proficiency.