

Mena Refaat Abdo

Civil Engineer



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☎ +201221685773 🇪🇬 Egyptian 📅 11 Nov 1990

📍 Egypt

👤 Profile

My goal is to become associated with a company where | can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

Work efficiently either in a team or individually.

- Work creatively and make sure you add everything new. Always operate under pressure.
- Communication skills with others
- Accept criticism and discuss all opinions
- Ambitious and organized person
- Committed to doing my job
- Handle your computer professionally without feeling bored

🧩 Professional Summary

- Managing budgets and project resources
- Scheduling material and equipment purchases and deliveries
- making sure the project complies with legal requirements, especially in health and safety.
- assessing the sustainability and environmental impact of projects.
- ensuring projects run smoothly and structures are completed within budget and on time.
- I dealt kindly with my managers.
- able to solve problems.
- I'm very ambitious, open-minded, and sociable.
- I can manage my time.

📁 Professional Experience

Projects Execution Engineer

Capital Hills Developments

Nov 2019 – present | Egypt

- Prepare and develop the project material list and MTO in order to ensure the required quantities for the installation process.
- Study the approved technical proposals before the beginning of the installation process.
- Prepare the project time schedule and identify the minimum required team to finalize the project in the agreed time.
- Review shop DWG with the technical office to guarantee the best applicable solution as per conditions.
- Coordinate with other project trades to reduce the interference before the beginning of the installation process.

Site Engineering

Eamar Al Delta Group

Sep 2017 – Oct 2019 | Egypt

- Monitor the progress of the project, oversee the running operations of the site and make sure that it will meet the deadline.
- Day-to-day management of the site, including supervising and monitoring the site labor force,
- Providing technical advice and solving problems on site
- Preparing site reports and filling in other paperwork
- Managing relationships with projects by different consultants
- Planning and coordinating site work with other disciplines.

Visor assistant Engineer

Hany Khater'S Office

Feb 2016 – Aug 2016 | Egypt

- Inspecting inventory and reporting inconsistencies, as well as ordering more materials,
- producing CAD drawings according to specifications.
- evaluating all products and processes and ensuring standardization of quality assurance measures.
- participating in various learning experiences, which may include attending workshops and training sessions.
- calibrating and troubleshooting equipment as required.

Education

B.SC of Civil Engineering High Institute of Engineering

2012 | Egypt

- accumulated grade: " EXCELLENT".
- Final grade: " EXCELLENT"
- Rank: 4th out of a class of 350 students.
- District: Construction.

Skills

International Computer Driving License.

Time management and prioritization

Ograztion

Love of learning and self-development

Skills (Structural analysis. Surveying. Civil Drawing. Material properties)

Courses

(Topcon & spectra) Total Station Surveying

2013 – 2014 | Egypt

(layout. Coord. Input. Data collection data transfer).

Drawing computer program

2011 – 2012 | Egypt

- Autocade in the final project
- A Structural Analysis Computer Program (SAP2000 self-study in the final project)
- Post-Graduate courses (Cairo University)
- Advanced concrete.
- PRESTRESSED CONCRETE.
- STRUCTURAL ANALYSIS FOR BRIDGES

Drawing computer program

2008 – 2009 | Egypt

Autocade institu courses
3D_Max institu courses

Languages

Arabic

Mother Tongue

English

Very good (Reading, Writing, and Speaking)

Visor Assistant Engineer

M.Hassan's Office Construction

May 2014 – Feb 2016 | Egypt

- Understanding and carrying out all tasks given by the Senior Engineer
- collaborating with other engineers and workers to design, develop, test, and improve products and engineering processes.
- Ensure all expenses stay within the allocated budget.
- performing regular inspections of equipment and scheduling maintenance or repairs.
- Assisting different staff or engineering teams

Visor Engineer

Arab Contractors Construction company

Nov 2013 – Apr 2014 | Egypt

- design, plan, implement, test, and analyze production code;
- -Monitor and give support to the systems in production;
- Implement approaches and ideas to help address challenging problems.
- Help to develop and maintain a data and computing infrastructure;
- Create and maintain No-SQL databases;
- Deploy, maintain, and monitor servers.

Engineer Assistant

Orascom Construction Industrielles

Jun 2012 – Oct 2013 | Egypt

- Read specs from clients.
- Research matters, like local regulations.
- Conduct tests on designs.
- Audit designs for compliance safety issues
- Fix minor issues in designs.

Teaching Assistant

Civil Engineering Department

Feb 2012 – Jun 2012 | Egypt

- Under the supervision of the course instructor, you are responsible for keeping track of and updating grade records promptly.
- responsible (in cooperation with and under the supervision of the course instructor) for marking assignments, projects, and midterm exams.
- participates in different academic and development committees as assigned.
- contributes to students' development and extracurricular activities.
- conducts research as part of her/his development and faculty research projects and directions.
- Other duties may be required.