
COVER LETTER

TO:	FROM: Nevine Gamal Mohamed Gado
ADDRESS:	ADDRESS: MAKRAM EBAID ,NASR CITY
REFERNCE:	EMAIL: nevine_gado@hotmail.com
TOTAL NO. OF PAGES INCLUDING COVER 4	MOBILE NUMBER: +201096955552
RE: Job Application	DATE 05th April , 2014

URGENT FOR REVIEW PLEASE COMMENT PLEASE REPLY PLEASE RECYCLE

Dear Sir / Madam,

I would be very interested to apply for the position in PMD.

I herewith attach my updated curriculum vitae.

I'm currently working as **Senior QS/ Invoices Engineer /Follow-up technical Engineer & I** have more than 11 Years.

If the position is not available, kindly keep my information on your database in case you may have any in the future.

I'm looking forward to hearing from you.

With all My Respect,

Nevine Gado

Nevine Gamal Mohamed Gado

Mobile: +201096955552.
Home: +202 23050602
nevine_gado@hotmail.com
Address: Nasr city
Cairo, Egypt.



Career Objective

Nevine Gado currently works as Senior Business Development Engineer /Follow-up technical Engineer with more than 12 Years. Looking for challenge opportunity in an organization, which can achieve needs for a good career.

Post-Graduate Qualifications

Primary Ph.D (2012): Building Science & technology - Faculty of Engineering, Cairo University. **Grade:** Excellent

Master of Science (2010): Building Science & technology - Faculty of Engineering, Cairo University. **Thesis:** Reutilizing the Valuable Buildings for The Purpose of Maintenance.

Primary Master (2006): Building Science & technology - Faculty of Engineering, Cairo University. **Grade:** Very Good

Post-Graduate Diploma (2005): Restoration of Historical Buildings - Faculty of Engineering, Zagazig University. **Grade:** Very Good

Diploma (2009): Project Management Professional - Cambridge Collage. **Grade:** Excellent

Education

University Degree	: Bachelor of Engineering.
Faculty	: Engineering – Shobra.
Major	: Architecture.
University	: Zagazig.
Graduate Year	: May 2002.

Career History

Date	Employment	Position	
June 2014 to date	CPAS	BD Engineer	Full Time
Sep. 2012 May 2014	Space Consultant - Madinaty	Senior QS/ Invoices	Full Time
Mar. 2011 Aug. 2012	Corner Stone For Construction	Senior Site Engineer	Full Time
July 2010 Nov. 2010	EI-Fath for Construction & Trading.	Project Coordinator (PMU)	Full Time
Sep.2005 May 2010	Shoubra Faculty of Engineering.	Assistant.	Part Time
Jan.2005 May 2010	Free Line for Construction & Decoration	Senior Site Engineer	Full Time
Nov.2003 Dec. 2004	Intercontinental City Stars Hotel	Technical Designer (Engineering Department).	Full Time
Oct. 2002 Sep. 2003	Cairo Contracting	Designer	Part Time

OVERALL RESPONSIBILITIES DURING WORK:

A

Employment	Center Planning and Architectural Studies
Date	06/2014 – ongoing
Title of position held	Business Development Engineer
Description	<p><u>Main tasks</u></p> <ul style="list-style-type: none"> • Identifies and analyzes firm competition and recommends teaming strategy • Helps select and introduce proposed PM to client • Ensures attendance at pre-proposal meeting • Provides input to develop proposal requirements • Assists with Identifying client/owner decision makers • Assists in outlining proposal documents • Edit/write portions of document • Reviews draft document • Reviews final proposal • Assists in interview team prep and team messaging • Conducts opportunity review to determine potential conflict of interest • Provides intelligence to support costing strategy • Track and follow up new development opportunities and report on progress

B

Employment	Space Consultant - Madinaty
Date	05/2014 – 09/2012
Title of position held	Senior QS/ Invoices Engineer
Description	<p><u>Main tasks</u></p> <ul style="list-style-type: none">• Review and issue order to pay current and final payments (invoices).• Daily monitoring of contractor progress including materials delivered, materials installed, materials dredged, labor resources employed, equipment resources utilized and other statistical management• Verification of the contractor's monthly request for payment derived from surveyed completed fill quantities• Development and provision of data and information to produce progress reporting and monthly schedule status• Set-up of the budget and reporting process• Accumulation of statistical progress and resource data on a daily basis• Quantity estimates for progress payment purposes• Updated final quantity estimates based upon actual progress data• Provision of progress data for schedule purposes• Assistance as required for development of budgets and costs-at-completion• Variation analysis and estimates• Analysis of costs of delay as required• Cost analysis of alternative means and methods as required

C

Employment	Corner Stone For Construction
Date	03/2011 – 08/2012
Title of position held	Senior Site Engineer
Description	<p><u>Main tasks</u></p> <ul style="list-style-type: none">• Review and issue order to pay current and final payments• Daily monitoring of contractor progress including materials delivered, materials installed, materials dredged, labor resources employed, equipment resources utilized and other statistical management• Supervise FF&E installation contractor daily activities• Recommended fabrics, furniture, finishes, carpet and paint colors and schemes• Carried out site surveys to determine existing site conditions and measurements

D

Employment	EI-Fath for Construction & Trading
Date	07/2010 – 11/2010
Title of position held	Project Coordinator (PMU)
Description	<u>Main tasks</u> <ul style="list-style-type: none">• Review and issue order to pay current and final payments• Working closely under the guidance and direction of the Project Manager lead and Site manger• Reviews outgoing correspondence for accuracy, and format outgoing documents that require the managers' signature.• Proof read documentations before submittal.• Maintaining files for the project Director.• Provide development input into deal discussions.

E

Employment	Free Line for Construction & Decoration
Date	01/2005 – 05/2010
Title of position held	Senior Site Engineer
Description	<u>Main tasks</u> <ul style="list-style-type: none">• Review and issue order to pay current and final payments• Ensure all communication with customers are in accordance with our standards and correct in content and format and solicit customer feedback through the project proposal and execution phases• Manage and support planning activities of the contractors chosen to execute the program of work.• Assist in developing the schedule process, system and procedures to support the program.• Monitoring progress throughout the job and comparing this with the schedule of work and maintain updated project reports and track projects to completion• Coordination between Companies Project and Consultants.• Assist stakeholders to resolve problems and make adjustments to implementation strategy, as needed• Budget monitoring and tend tracking.• Coordinate periodic job-related photographs for records.• Managing the cost analysis and cost control of site activities.• Research market for new/alternative sources of supply, do the comparative analysis on suppliers and determine fit.• Carried out site surveys to determine existing site conditions and measurements• Responsible for organizing timely delivery of materials to site.

- Responsible for maintenance of the contract program in conjunction with the contract manager.
- Coordinates client and furnishing contractors requirements with respect to contractual and technical issues on the development
- Look for strategy for targeting new business development opportunities.
- Develop negotiating strategies and positions by studying integration of new venture with company strategies and operations; examining risks and potentials; estimating partners' needs and goals
- Close new business deals by coordinating requirements; developing and negotiating contracts; integrating contract requirements with business operations.

F

Employment	Intercontinental City Stars Hotel
Date	11/2003 – 12/2004
Title of position held	Senior Site Engineer
Description	<p><u>Main tasks</u></p> <ul style="list-style-type: none"> • Supervise FF&E installation contractor daily activities • Recommended fabrics, furniture, finishes, carpet and paint colors and schemes • Carried out site surveys to determine existing site conditions and measurements • Responsible for the implementation of safety procedures and quality control policies and procedures on site. • Handling hand over procedures.

Computer Skills

ICDL

AutoCAD 2D (2014).

Photoshop 8

Microsoft Project

Primavera (P6)

Revit (2013)

NavisWork (2014)

Language

Language	Proficiency
Arabic	Fluent (native language)
English	Fluent
French	Basic

Personal Information

Date of Birth	:10 th September 1980.
Gender	: Female.
Marital Status	: Single.
Nationality	: Egyptian.

REFERENCE:

Available Upon Request.

With all my respect