

Curriculum Vitae

PERSONAL INFORMATION

Name Marwa Mohamed Ahmed Abdelhafez.
Birth 26.2.1983; Assiut, Egypt
Address 34 Al-Gaysh St., Building G, Floor 8, Apartment 4, Assiut, Egypt
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EDUCATION

April 2017 Master in Architectural Engineering
Assiut University, Egypt
July 2007 Diploma of Architectural Design
Assiut University, Egypt
June 2004 Bachelor in Architectural Engineering
Project: Smart Village
Assiut University, Egypt

POSITION

03/13 – Now Head manager of technical office for Assiut University projects
The Arab Contractors Company; Assiut, Egypt
03/07 – 03/13 Engineer at technical department of Assiut branch
The Arab Contractors Company; Assiut, Egypt
11/04 – 02/07 Temporary Engineer
Construction Management, Assiut University, Egypt

PROFESSIONAL EXPERIENCE

- Quantity Surveying.
- Estimate the cost of work items.
- Claims - Technical Reports.
- Prepare and review engineering contracts.
- Prepare payments (client-subcontractors).
- Prepare cash flow plan.
- Contracts Administration.
- Prepare limited tenders documents.
- Study and write documents of tenders for various construction projects (e.g. airports, prisons, hotels, Gold mine, infrastructure, hospital, housing, administrative building).

RESEARCH EXPERIENCE

06/12 – 04/17 MSc degree project
“Improving change order management during the construction phase of governmental projects in Egypt”
Assiut University, Egypt

VOLUNTEERING

Mars 2009

Saheba Khair Association for Community Development
 Social development work. Help poor in basic needs and study expenses. Assiut, Egypt

PUBLICATION

Marwa Mohamed Ahmed, Shawkat Mohamed Lotfy, Ayman Ahmed Ezzat Othman, Hazem Abdelazim Hammad .An analytical study of the status of managing change orders during the construction phase of governmental projects in Egypt. Mansoura Engineering Journal, ISSN: 1110-0141. January 2016

FURTHER EDUCATION

December 2016

Fundamentals of using Primavera program

The Management and Technology Training Institute; Cairo, Egypt

March 2016

Claim bases and calculation of price differences in administrative contracts

The Management and Technology Training Institute; Cairo, Egypt

May 2015

Professional skills in drafting contracts in Arabic and English

Justice Academy for Legal and Economic Studies; Ain Shams University, Egypt

July 2012

Preparation of arbitrators in local & international construction contracts

Federation of Arab Engineers; Cairo, Egypt

April 2008

Using the internet to study markets

The Management and Technology Training Institute; Cairo, Egypt

January 2008

How to become a great leader

The Management and Technology Training Institute; Cairo, Egypt

September 2007

Implementation of concrete structure

The Management and Technology Training Institute; Cairo, Egypt

August 2007

Finishing works

The Management and Technology Training Institute; Cairo, Egypt

November 2006

International Computer Driving License (ICDL)

Assiut University Network Center, Assiut, Egypt

CONFERENCES:

July 2012

The First Arab Conference for Engineering Arbitration and Construction Contracts

Federation of Arab Engineers, Cairo, Egypt

MEMBERSHIPS

June 2012

Federation of Arab Engineers

May 2004

Egypt Syndicate of Engineers

LANGUAGES

Arabic

Mother tongue

English

Very good reading, speaking and writing skills

REFERENCES

Prof. Dr. Ayman Othman

Head of Architectural Engineering Department, The British University In Egypt, El Sherouk City, Misr-Ismalia Road, Postal No. 11837, P.O. Box 43, Egypt.

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