

## ***Fatma Ibrahim Mohamed***

5 Khaled Ibn El Waleed St., Gisir El Swis St., Cairo, Egypt.

Tel.: 002 01091010036 - 01000457771

E. mail: [Engfatma\\_2007@yahoo.com](mailto:Engfatma_2007@yahoo.com)

[Engfatma\\_2007@hotmail.com](mailto:Engfatma_2007@hotmail.com)

---

### ***In Brief***

I am looking for an opportunity, whereby I can add value, benefit from my knowledge, apply my experience, enhance my career, use my skills, and prove myself, aiming by the end to serve the place I am belonging to.

### ***Education***

- Graduated from Faculty of Engineering – Ain Shams University - Architecture Department - Urban Design & Planning Section July 2007 –Cumulative Grade Very good with Honor degree and the Project is Very Good.
- Studying now A master's degree in urban planning under a title of “Central Station hubs Design & principles case of Ramses Station” at Faculty of Engineering – Ain Shams University - Urban Design & Planning Department.

### ***Work Experience:***

- ***From January 2011 till Now***

Technical support Engineer/ Export & Local Department

**BituNil Co. For Waterproofing Material Manufacturing - Egypt**

(Joint Stock Company Egyptian & Foreign Investors)

#### ***Job Description:***

- Responsible for providing technical support coverage during hours assigned.
- Provide accurate problem descriptions; with all necessary support documentation for sales department triage of client issues.
- Responsible for representing the product to customers and at field events such as conferences, seminars, etc.
- Work as a team to meet contractual support requirements.
- Have good cross communication and relationships.
- Provide a technical support through the preparation of the specification documents.

- Prepare technical comparison sheets & advice with the equivalent products.
- Prepare and submit full set of samples & data sheets to different area as requested from export department.
- Request & follow up the required cutting samples from plant.
- Conducting an extensive market search through the internet to collect as much information as possible about the markets we are targeting.
- Monitoring, analyzing markets trends and preparing market research reports.
- Focusing, highlighting and follow up on the potential business opportunities exists in these markets.
- Initiating new communications with new customers in the targeted markets.
- Working on the new inquiries and responding to the received queries from the new customers or providing them our offers and proposals.
- Assisting the deputy export manager and export manager in different areas of business needs.
- Any other duties as assigned

- ***From September 2009 till December 2010***

Technical Office Engineer

**Consulting Engineering Center “CEC” - Egypt**

(Expertise House of Engineering Consultant)

**Job Description:**

- Responsible for planning, scheduling, conducting and coordinating the technical and management aspects on assigned projects.
- Review and approve tender documents phases of projects.
- Project controls, cost estimates, quantity take offs and manpower requirements for proposals, forecasts and change orders.
- Project status and financial reports, and initiation of any necessary corrective actions.
- Proposals as assigned by Department Manager.
- Drawings, specifications, calculations, charts and graphs.

- ***From September 2009 till July 2010 - Part time***

Teaching Assistant

**EI – Shourok Academy “SHA” - Egypt**

**Design** for the 2<sup>nd</sup>. year architecture Department

**Urban Design** for the 4<sup>th</sup>. year architecture Department

**Job Description:**

- To understand the aims, content, teaching strategies and outcomes for lessons in which you are involved and the place of these in the related teaching program.
- Responsible for demonstrate and promote the positive values, attitudes and behavior.
- Responsible to work collaboratively with colleagues, knowing when to seek help and advice.

- ***From September 2007 till September 2008***

Technical & Sales Engineer

**BituNil Co. For Waterproofing Material Manufacturing - Egypt**

(Joint Stock Company Egyptian & Foreign Investors)

**Job Description:**

- Responsible for development and delivery of product demonstrations
- Responsible for representing the product to customers and at field events such as conferences, seminars, etc.
- Able to respond to functional and technical elements- Handling all Technical Activities Such As (Seminars, consultants, Training Programs ... ETC).
- Specifying and Sale Products with Architects, Civil Engineer, and Main Contractors.
- Follow up with Consultants & Contractors Different Projects.

- ***From March 2008 till September 2008 Part time***

Junior urban planner

**Engineering Consultant Office of Planning and Architecture - (ECOPA).**

Prof. Dr. /Shafak El Wakil - Egypt

**Job Description:**

- Participating in making the structural& detailed plans for a new settlement (Somesta New Village) \_ Junior of the project.
- Participating in preparing the strategic plan for (Qualioub City – Qualioubya governorate).
- Participating in preparing the strategic plan for (Al-Mansora City – Dakahlyia governorate).
- Participating in making the structural& detailed plans for a new settlement (**Toshka City**).

## **Academic Activities**

I realized that I need further knowledge and experience in dealing with the issues illustrated above, my first step seeking that goal was when I have been accepted to attend Pre master course (Urban Studies Module) at **VUB (Vrije Universiteit Brussels)** in Belgium for two semesters (60 ECTS) from 9/2008 till 7/2009 that gave me a good push toward my success seeking to achieve my aim & to improve my personal skills. I actually foresee my participation in this program as an involvement in the cooperation between developed and developing nations towards a common and peaceful future.

## **Personal Data**

Name : Fatma Ibrahim Mohamed  
Date of Birth : 5/4/1985  
Place of Birth : Egypt  
Gender : Female  
Nationality : Egyptian  
Marital Status: Married with one child

## **Skills**

- I am able to use the Computer Skills in our work as I have the Experience in Microsoft Office (Word, Excel, and power point), Internet capabilities and Computer Graphics like AutoCAD 2D, 3D & Photoshop.
- Using Free hand & Sketches to Present Design Project.
- Excellent presentation skills in both Arabic and English.

## **Languages**

Arabic: Mother tongue  
English: Excellent – GRADE TOEFL 450 (as attached)

## **Summer Training:**

- Training in Architecture Design Research and Studies Unit \_ from 10 August 2005 till 5 September 2005.
- Training in Planning and Architecture Center \_ Dr Ahmed Salah
- Training in Planning and Architecture Office \_ Dr Shafk El Wakil - For Survey and Data Collection.

## **Hobbies & Social Activities**

- Music , Reading and Traveling “Belgium, Holland, Paris and Berlin”

## **Availability& Job Requested:**

- Availability: I am able to start work now as full time.
- Job field: Architecture, Planning & Urban Design.