



# SHAIMA MOHAMED HESHAM

8, Fouad basha st, Misr El-gedida, Cairo,

Egypt

Mobile: (010) 60720721

E-mail: [Shaymaahesham92@gmail.com](mailto:Shaymaahesham92@gmail.com)

## OBJECTIVE

Seeking a challenging position in a reputable company where my academic background and interpersonal skills are well developed and utilized.

## EDUCATION

2009-2013 Ain Shams University Cairo, Egypt

- Bachelor in Agriculture Engineering.
- Grade: Very Good.

▪ 09/2016 To 07/2018, Studied Business Administration Diploma at Ain Shams University. Grade: Good.

## SKILLS

### Computer Skills:

- Excellent knowledge of Word & Excel.
- Very good knowledge of outlook & Internet .
- Very Good knowledge of Windows & PowerPoint .
- Excellent Autocad 2d.
- Very Good Rain Cad.
- Good Civil 3D.

### Language Skills:

- Native language: Arabic.
- Good command of both written and spoken English.

## EXPERIENCE

- 21/10/2023 Till Now, Senior Technical Office Engineer at Engineering Consultant Bureau.
- 15/12/2021 Till 25/09/2023, Senior Technical Office Engineer at EGY SCAPE International.
- 01/02/2020 Till 30/11/2021 , Senior Technical Office Engineer , New Vision landscaping at Mivida (Landscape contractor under the supervision of Emaar Misr).
- 13/11/2017 Till 31/01/2020 , Technical Office Engineer, Landmasters For Landscape Contracting Company at Madinaty.
- 13/11/2015 Till 11/11/2017 , Technical Office Engineer , Wynn For Landscape Contracting Company at Hyde Park.



- Preparation of project B.O.Q.
- Prepare owner and subcontractor Payments.
- Determine the quantities of items from the plates.
- Price analysis of items and pricing of B.O.Q.
- Working as built and Shop drawings for (Irrigation and Softscape).
- Submitting all requirements for project as (Inspection request- Material delivered – Submittal) for any part of project as (Hardscape – Agriculture – Irrigation – Lighting).
- Working Quantity Straiten for (Irrigation and Softscape).
- Working Quality Control for Softscape :( Difference between IR's & receipt Permissions.
- Collecting reports data for each week.
- Coordinating with the team members for filling all the requirements for each project.
- Revision contracts with B.O.Q when making Payments.
- Prepare Profile Pipe Setting for Main Line.

## **PROJECTS**

---

### **Cluster 7 – Main Gate at Hyde Park**

**VGI (V1-V2-V3-V3 BZ-V4-V5-V6-V6BZ-V7BZ-V8-V9).**

**VGII (V9-V10-V11-V12-V13BZ)-B8 Buildings – Park J&E –Mall – B2 Buildings at Madinaty .Maintenance Project at Mivida – Red Sea Project at Saudia.**

- 09/03/2014 Till 09/11/2015 , Sales Coordinator, Shams Chemicals Company .
- 26/10/2014 Till 06/12/2014 Design Irrigation System Course.
- 15/12/2023 Till 15/04/2024 Rain Cad Course at AGHAKHAN Center
- Sponsored by Instructive British Institute (I.B.I)  
Grade:Good.
- Training as Designer Irrigation System.
- 07/09/2012 Till 22/10/2012 AUTOCAD 2D Course.  
Sponsored by Faculty of Engineering , Cairo university.  
Grade : Excellent .
- 10/02/2012 Till 15/02/2012 Human Development Skills Course , Ain shams University.
- Developed Communication Skills & Self Management.
- Enhanced Presentation & Project Development skills.
- Creativity Skills & Shared Leadership .
  
- Oct 10 – Dec 10 International Computer Driving License (ICDL).

## **PERSONAL INFORMATION**

---

Date of Birth: 22/04/1992.