



Curriculum Vitae

Name : Nevien Ezzat Moussa

Date of Birth : 4th of October 1969.

Nationality : Egyptian.

Martial Status : Married.

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Qualification :

- 1.** PHD. in structure engineering
Faculty of Engineering - Menoufia University, 18-2- 2006.
Thesis: Repair and Strengthening of Reinforced Concrete Slabs with and without Openings Exposed to Fire
- 2.** Master degree in structure engineering
Faculty of Engineering - Menoufia University, 1997.
Thesis: Repair of Concrete Elements Exposed to Fire
- 3.** Diploma professional program in project Management (PRMG) –AUC EGYPT, 2010
- 4.** B.Sc. Of civil engineer 1992.
Faculty of Engineering - Menoufia University

Work experience : 26 years.
Military Statues : Married
Language : Arabic Mother tongue.
Engilsh Very good

Computer skills : -Microsoft office
-AutoCAD
-Sap2000
-Primavera

Experiences

Since Feb. 2018 Till Now Instructor at Thebes High Institute of Engineering

Since Jul. 2016 Till Mar. 2020 Construction & Project Management Consultancy (CPM)

Company
Title Technical Director

Responsibility

- Manage technical departments to carry out their tasks and prioritize work.
- Manage design and design review departments to
 - *Coordinating between different consultants and reviewing the design drawings
 - * Studying the VE for the all projects
 - *Preparing technical and tender documents .
 - * Preparing preliminary feasibility studies for projects
- Manage the planning department to
 - * Planning and maintaining project budget and schedule planning.
 - * Attending progress meetings, discussing and suggesting technical proposals.
 - * Taking part in the project management review and risk

management review.

- * Managing the cost analysis and cost control of site activities.

- * Planning and preparing project paperwork and updating it regularly in liaison with the Project Manager.

- * Close monitoring of IEC staff, contractors, consultants and suppliers' activities. Ensuring project delivery is on time and within budget

- Manage the technical office department to

- * Taking part in selection process of subcontractors and suppliers for projects. Reviewing subcontractors' invoices

- * Coordinating with quantity surveyors or payment appreciations and change orders Following up with subcontractors during negotiations and offer award or subcontract terms, performance and payments.

- * Supervising and reviewing the preparations of construction method statements with construction personnel.

- * Coordinating between the construction and engineering teams ensuring that the construction requirements are conveyed to the engineering teams and that the engineering deliverables satisfy the construction requirements.

- * Coordinating with quantity surveyors or payment appreciations and change orders.

- * Taking part in the contractual aspect of projects.

- Manage the document control department to

- * Documenting project issues/conditions.

- * Maintaining organized and detailed records and documents of all projects (i.e. working drawings, quantity surveying, purchase orders ... etc) and coordinating with different teams to get these documents issued.

- Implementing and solving technical problems that arise.

- Controlling and maintaining the safe, smooth progress of

construction works

Skills

Strong written and verbal communication skills, excellent business and technical writing.

Strong organizational, problem solving, negotiation and analytical skills. Capable of leading teams and managing conflicts.

Strong client/stakeholder management skills.

Capable of managing cross functional teams and multiple projects.

Capable of reading drawings and schematics.

Proficient in Microsoft Office suite and internet.

Familiar with AutoCAD.

Experience in working with multiple discipline projects i.e. industrial, infrastructure and hospitality.

In-depth, current technical engineering knowledge.

Ability to work across cultural and organizational boundaries and deliver under pressure.

Second language (English) is highly desirable.

Licensed engineer.

Obtains a driving license.

Since Nov. 2014 Till July

2016

Company : Oriental Urban Development (OUD)

Title : ■ Technical Department Manager.

Responsibility :

- Coordinating between different consultants and reviewing the design drawings
- Studying the VE for the all projects
- Preparing technical and material submittals.
- Planning and maintaining project budget and schedule planning.
- Supervising and reviewing the preparations of construction method statements with construction personnel.
- Attending progress meetings, discussing and suggesting

technical proposals.

- Taking part in the project management review and risk management review.
- Coordinating between the construction and engineering teams ensuring that the construction requirements are conveyed to the engineering teams and that the engineering deliverables satisfy the construction requirements.
- Managing the cost analysis and cost control of site activities.
- Coordinating with quantity surveyors or payment appreciations and change orders.
- Taking part in selection process of subcontractors and suppliers for projects. Reviewing subcontractors' invoices.
- Following up with subcontractors during negotiations and offer award or subcontract terms, performance and payments.
- Taking part in the contractual aspect of projects.
- Documenting project issues/conditions.
- Maintaining organized and detailed records and documents of all projects (i.e. working drawings, quantity surveying, purchase orders ... etc) and coordinating with different teams to get these documents issued.
- Close monitoring of IEC staff, contractors, consultants and suppliers' activities. Ensuring project delivery is on time and within budget.
- Checking the quality of the work executed.
- Planning and preparing project paperwork and updating it regularly in liaison with the Project Manager.
- Handling the finish works to the QC.
- Implementing and solving technical problems that arise.
- Controlling and maintaining the safe, smooth progress of construction works

Skills

Strong written and verbal communication skills, excellent business and technical writing.

Strong organizational, problem solving, negotiation and analytical skills. Capable of leading teams and managing conflicts.

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Capable of managing cross functional teams and multiple projects.

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Proficient in Microsoft Office suite and internet.
Familiar with AutoCAD.
Experience in working with multiple discipline projects i.e. industrial, infrastructure and hospitality.
In-depth, current technical engineering knowledge.
Ability to work across cultural and organizational boundaries and deliver under pressure.
Second language (English) is highly desirable.
Licensed engineer.
Obtains a driving license.

Since May 2008 Till Nov.2014

Company : Dar Almimar For Construction (DMC) One Of Dar Almimar group companies (DMG).

Title : ■ Technical Office Manager.

Responsibility : Leading Technical Offices team of the company residential all projects in company.

Following up the follow

- Study of arc. &str. drawing and solving any problems with client
- Study of value engineering for different projects to find the possible suggestion of proposals to client
- preparing and submitted the required shop drawing for projects.
- the work of the quantity survey and invoices for the client and sub-contractors. And follow up the requirements for the projects
- Contract with sub-contractors
- analysis B.D and pricing of items for projects
- preparing and submitted the variation order for all projects.
- preparing and submitted the claims for all projects.

-Following up of technical projects and all other works.

Since 1992 Till may 2008

Company : General Authority of Educational Buildings

Title :
▪ 2006 Till. 2008 manager of structure design group
▪ 1998 till 2006 technical office engineer
▪ 1992 till 1998 project Site engineer

Responsibility :
▪ Leading teams to design a different projects as schools and special projects such as post office , mission projects of Egypt-Sudan and various bakeries of the Ministry of Social Solidarity, ahovsing project workers and all types of f0undations such as isolated, strap and piles
▪ All technical works as a technical office engineer.
▪ Over see the construction and all maintenance and repair work.

Training

Courses attended

- 1-computer analysis of practical structures I &II
from Cairo University
- 2- Value Analysis from AUC
- 3-Poject Planning &control from AUC
- 4- Projects bids and contracts: FIDIC- from AUC

5- Budgeting & Financial control from AUC

6- Introduction to project management international standards.

7- Cost management for engineering projects