

Nermeen Magdy Ahmed

Mobile: +971-567246146
nermeenmagdy89@gmail.com

Burj views, Down Town
Dubai, UAE



CAREER OBJECTIVE

As a highly driven Architect with 5 years' experience in Concept Design Drawings to Construction Drawings, interior design and project coordination, I am seeking a job where I can apply my skills for the progress of a leading prestigious organization.

TARGET JOB

- Job Category: Construction Documents, Architecture Design, Interior Design, Project coordinator.
- Employment Type & Status: Full time employee or Part Time employee.

SCOOP OF WORK

- Concept design
- Design development
- Tender drawings
- Coordination drawings
- Attend Technical meeting
- Project management
- Quality control

PROFESSIONAL EXPERIENCE

➤ **Project coordinator in EVIC Consulting LLC (subsidiary company : values interior design and furniture supply) , Jeddah / Dubai from 1/4/2015 till present**

- Managing projects from Inception, Conception through to completion.
- Meeting new & existing clients and determining their requirements.
- Evaluating tenders, providing finishes supplier recommendations.
- Preparing projects documents such as; tenders documents, monthly reports; FF&E Packages; RFI and all official letters; submittals needed.
- Responsible of Quality control of the drawings , and reviewing all drawings before Submission to client
- Determines project schedule by studying project plan and specifications; calculating time requirements; sequencing project elements.
- Attend and coordinate meetings with clients and head of departments along with coordinating schedule and workloads.
- Follow up with different parties (Architectural, structural, interior, Mechanical...etc.) in the project; make sure of the productivity flow, solving the problems and conflicts that might appear in the projects.
- Liaising with clients on a regular basis to ensure the success of the design and that it is well achieved within agreed time frame and budget.

Main Representative in Jeddah and Assigned to represent the company as well as involved in business development process, project management and site observation for some projects in different countries (Dubai, Lebanon).

- **Project coordinator For following projects:**

- **Panda Hyper Market:** Project coordinator for new branches of Panda in Egypt, panda new Head office in Jeddah, Panda Falcon Dubai.

Revise all submittals technically and drafting issues, meet with high management of panda to get approvals, Lead the team to the preferable mood of the design, and ensure the success of project, time frame and budget.

- **TCH hospital in el Taif.:** Project coordinator of TCH hospital of 300 beds (From schematic design to Tender drawings in all disciplines), Main representative for the company to attend meetings with the Design consultancy company and the client to discuss the project flow and solve the technical issues and make sure the technical team get all the comments and apply it.

- Makah Techno Valley – Umm Al-Qura University (Makah)
- El Nagoor group office building (Jeddah)
- Private villas.
- Kinan Four-plex project (Jeddah)
- Consulate building, Staff housing and Saudi school complex (Pakistan)
- Rimal Business Park (Riyadh)
- El bassamy group offices and private villas (Jeddah)

PREVIOUS EXPERIENCE:

➤ **Senior Architect in (Al Amar consulting group s.a. (AMG)) Cairo , Egypt from (15/6/2013 till 1/3/2015)**

Responsible of Working drawings (Plans & sections & elevations details, Ceiling design and drawings with coordination with all departments, Wet area details, Stair details and ID drawings, Finishing Schedule, furniture selection, BOQ) and Design projects starting from concept design sketches to Working Drawings, Presentations, Studies, Reports, Coordinate Arch works with MEP & Structural works.

Assigned Team leader from 1/4/2014

Attend technical meetings with all departments for coordination, Lead the team, support and motivation, and Make sure that the team on the right track, Quality control, Prepare Technical reports.

➤ **Junior Architect in (Delta Egypt Consulting Engineer) working with (zuhair Fayed IDS) , Cairo , Egypt from (1/11/2011 till 1/6/2013)**

Responsible of working drawings (Plans & sections & elevations details, Ceiling design and drawings with coordination with all departments, Wet area details, Stair details and ID drawings).

Participated in preparing the Construction Drawings, Design Development & Coordination with MEP & STR for the following projects:

- Manazel Residential Compound with Total Area 108117.85 m² (New Cairo, Egypt)
 - **Client :** Egypt United Project Management (EUPM)
- Royal Meadows commercial zone (6th of October city, Egypt)
 - **Client:** Al Arabia Real Estate Development co.
- Technical Buildings for Modernizations of signaling system on Cairo-Alexandria Railway (Team Leader)
 - **Client:** Thales Group(Spanish Company)/Egyptian National Railways(ENR)
- Ministry of Defense (K.S.A) , (Team Leader)
 - **Client:** Zohair Fayed Partnership
- Food Court Area in El Rehab Sporting Club (New Cairo, Egypt) , (Team Leader)
 - **Client:** Talaat Moustafa Group (TMG)
- Madinety Project (New Cairo , Egypt) , (Team Leader)
 - **Client:** Talaat Moustafa Group (TMG)
- Swan Lake Club House with Total Built up Area 1777.5 m² (New Cairo, Egypt)
 - **Client:** Hassan Allam Properties (HAP)
- Ain EL Azizia Complex Towers (Residential, Hotel , Commercial & Office building) (Jeddah ,KSA)
 - **Client:** King Abd ElAziz (وقف الملك عبد العزيز لعين العزيزية)
- Tanta Residential Building (Tanta, Egypt)
 - **Client:** Egypt Foods Company
- Storage Building and chilled water plant for ministry of telecommunication (Smart Village, Egypt)
- Administration Buildings of King Faisal Collage (K.S.A)
- Imam university, El Jouf university, Faculty of Science and Faculty of Tourism (K.S.A)
- Najran Mall, Hafer el batn Mall and Khamis Mashet Mall (K.S.A)
- El Mazaar Residential building (K.S.A)
- El Bait Residential and office building (K.S.A)
- Dammam University (K.S.A)
- Shelter Tower Development (Nigeria)
- The Pension Fund for Civil service Employees Building (Muscat ,Oman)
- Mandarin Koueder Factory (New Cairo ,Egypt)

Designing Projects from Concept Design to Construction Drawings (Team Leader)

- Food Court Area in El Rehab Sporting Club (New Cairo, Egypt)
 - **Client:** Talaat Moustafa Group (TMG)
- The Pension Fund for Civil service Employees Building (Muscat ,Oman)
- Swan Lake Club House with Total Built up Area 1777.5 m² (New Cairo, Egypt)
 - **Client:** Hassan Allam Properties (HAP)
- Private villas

Interior Design Projects from Concept Design to Construction Drawings

- Najran Mall, Hafer el batn Mall and Khamis Mashyt Mall (K.S.A)
- Ministry of Defense (K.S.A)
 - **Client: Zohair Fayed Partnership**
- Mavida Villas
- Jotun HQ (Egypt)

PERSONAL INFORMATION

- Nationality: Egyptian
- Birth Date: 7/11/1989
- Marital Status: Married

EDUCATION

- **Graduated from Manor House Language School, Section 2005/2006.**
- **B.Sc. in Architecture, Faculty of Fine Arts, Helwan University (July 2011)**
General grade: Very Good Graduation Project grade: Excellent

COMPUTER SKILLS

- Professional Certificate in Revit
- Professional Certificate in AutoCAD (2D & 3D)
- Photoshop
- Sketch up
- Microsoft office (Word, Excel & PowerPoint)

LANGUAGE SKILLS

- Arabic: Mother tongue
- English: Excellent
- French: Fair

EXTRACURRICULAR ACTIVITIES

- Member of Rotaract Gezira sporting club from 2008(organized many events and attend many interpersonal skills & Brainstorming sessions)
- Head of international understanding committee Rotaract Gezira sporting club - 2011
- Member of The Organization committee of the celebration of 100 Years of Fine arts in opera House.
- joined Oxfam conference in Lebanon about violence against women in 2013

(REFERENCES FURNISHED UPON REQUEST)