

Hany Fahim Nakhla

Technical Office Manager



Personal details



Hany Fahim Nakhla



hany.remco@yahoo.com



002 01002064799



23 El Aziz Osman St. Shoubra -
Damanhour
El behira Egypt



April 1, 1978



Damanhour - el bhira



Private license



Male



Egyptian



Married



Final exemption

Skills

Computer skills

Problem-solving skills

Leadership skills

Analytical skills

Languages

English : Very good & Excellent in
relation to the field

Objective

Innovative and results-driven Technical Office Manager with +19 years of experience in Engineering with highly competitive markets. Skilled in successfully navigating complex with strong technical, managerial and administrative , while developing knowledge in the design phase and enhancing the experience of reviewing contract documents, Collaborative communicator continually focused on building relationships and promoting synergy across groups to drive positive change and enhanced profitability. Proven track record of meeting strict schedules and challenging budgets, strengthening customer relationships and improving employee morale.

Education

B.A. Of Architecture Engineering

Faculty of Fine Arts , Alexandria university, Egypt

Jun 2002

Membership

- Egyptian Engineering Syndicate.

Work Experience

Technical Office Manager - Engineering

AYOUBCO, North Coast

Technical Office Manager (Stella- REMCO)

2021 - Present

Job Description:

- Perform Architectural Designs.
- Supervise and review the preparation of construction method statements with construction personnel
- Planning and maintaining project budget and schedules
- Take part in the project management review and risk management review
- Liaise between the construction and engineering teams ensuring the harmony between engineering team requirements and construction team deliverables.
- Prepare technical material submittals
- Attend progress meetings, discuss and suggest technical proposals
- Managing the cost analysis and cost control of site activities
- Review third-party invoices & client invoices
- Follow-up with subcontractors during negotiations and offer award or subcontract terms, performance and payments
- Maintaining organized and detailed project records

Technical Office Manager - Engineering

AYOUBCO, North Coast

- Technical Office Manager (Stella Heights - REMCO)

2019 - 2021

Maintenance manager- Engineering

AYOUBCO, North Coast

- Stella Heights, Stella Marina & Stella Abdulrahman- REMCO Group

2019

Technical Office Manager - Engineering

REMCO Group, North Coast

- Project manager and technical office manager (Stella Marina& Stella Abdulrahman) .

2006 - 2019

Arabic :Mother Tongue

Hobbies

- Read business books (like as : Rich Dad Poor Dad book,...others)
- Participation in voluntary and charitable activities
- Travel, Doing some sports at Damanhour sporting club

Technical Office Engineer Creation Design Group, Nasr City	2004 - 2006
Shop Drawing Engineer Urban Design Group, Nasr City	2003 - 2004
Site Engineer Tour CO. For Construction, Damanhour	2002 - 2003

Courses

Autocad and Microsoft Office

Personal Skills

- Complete knowledge of the building codes, safety standards, industry trends, and regulations
- Ability to work in a team.
- Accuracy and attention to detail
- Familiarity with CAD software like AutoCAD
- Ability to read and interpret technical drawings
- Good time management and organizational skills
- Strong analytical and problem-solving skills
- Good communication and interpersonal skills
- Ability to work independently and collaboratively
- May work under heat, cold, noise, and dust
- Frequent physical movement required

References

References available upon request.