


# MANAR OSAMA EMAM

technical office engineer

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Helwan -15maycity -Cairo

**A motivated Technical office engineer skilled in preparing shop drawings, as built drawings, quantity survey**

**Projects: Mostakbal City - Mivida- Up Town Cairo- Marassi (H9)- Cairo Festival City**

## EDUCATION

Faculty of Agriculture -  
Department of Agricultural  
Engineering  
-Cairo University

2016 - 2020

## EXPERTISE

- Management Skills
- Hard Worker
- Negotiation
- Critical Thinking
- Communication Skills

## LANGUAGE

- Arabic: Mother tongue
- English: good

## WORK EXPERIENCE

### Technical Office Engineer AT Green Top

2021  
-  
2023

**Projects: Mivida- Up Town Cairo- Marassi (H9)- Cairo Festival City**

- Quantity survey for project items
- Prepare IR, MIR ,WCC, ,financial offer and invoices
- prepare daily Reports

### Technical Office Engineer at ELMAADI GROUP FOR

#### ENGINEERING AND CONTRACTING

2023 -  
Present

- Mostakbal City - Implementation of landscape works in Zone 1 & 2
- Prepare shopdrawings and as built
- prepare QS sheets

## PROGRAMS

- AutoCAD
- Real-time
- Microsoft office
- civil 3D

## **TRAINING EXPERINCE**

- Course in irrigation and technical office
- Course in shop drawing Landscape
- auto cad coursein creative group
- Training as a laboratory specialist at the Specialized MedicalCenter for Military Production from 21/1/2018 TO 1/2/2018.
- Training at the National ResearchCenter from 14/7/2019TO 25/7/2019.
- A training course on agricultural and household waste recycling and fertilizer production from Ain Shams University from 6/2/2020 TO 8/2/2020.
- Special training 100,000 greenhouses affiliated to the Ministry of Agriculture and Land Reclamation represented by the Agricultural Research Center and the Arab Organization for Industrialization from 15/11/2020 TO 26/11/2020.
- Training in center for agricultural researchprotected from 29/11/2020 TO 3/12/2020 .