



# MINA MARCOS KAMEL

Civil ENGINEER / Procurment AND  
CONTRACTS ENGINEER



Address.

ELSANTA.EL GHARBIA.EGYPT



Phone.

+2 01220404273



Email.

MINAMARCOS0@GMAIL.COM

## CAREER OBJECT

- To obtain a position in the field of civil engineering (Supervision, execution, management or design) and Purchasing field to benefit my 5 years' experience in the management and engineering area I have worked in many positions in different companies. I will be ready for doing an interview when asked. Noting that I am ready to start taking over the duties of any new job.

## PERSONAL INFORMATION

- GENDER: MALE
- NATIONALITY : EGYPTIAN
- DATE OF BIRTH\_: 1/8/1994
- MARITAL STATUS: MARRIED
- MILITARY SERVICE: FINISHED

## MY SKILLS

### COMPUTER SKILLS

- Auto Cad 2D Excellent
- Photoshop CS6 Good
- Sap2000 Good
- Revit Good
- Microsoft office Excellent

### TECHNICAL SKILLS

- preparing the quantity and price estimation files.
- preparing all kinds of drawings (tender, as built, shop drawings).
- preparing assays& handling all governmental relations
- finding integrated solutions for all kinds of problems that may face the work flow in the site.
- dealing well with financial and management reports.
- dealing very well with the staff of work
- able to make designs by 2d & 3d computer programs
- good dealing with all kind of subcontractor or workers in the site.

### PERSONAL QUALIFICATIONS

- Multi tasks.
- Hard worker.
- Friendly.
- Good negotiator.
- Team player.
- Working under pressure.
- Creative.
- Self-motivated.
- Problem solving,
- Dealing with diversity

# WORK EXPERIENCE

## • ORGANIZATION :RIADA FOR CONSTRUCTION AND DEVELOPMENT.

### PROJECT

A TREATMENT PLANT IN THE CITY OF AIN SOKHNA, AMOUN CLUB, MISCO TRANSPORT AND TRADE COMPANY, AND JOSHIFIBERGLASS FACTORY

LAST TITLE: procurement engineer

DURATION: NOV 2022 STILL NOW.

## • ORGANIZATION: VERNBRO GLOBAL INVESTMENT "VGI" AN AMERICAN COMPANY (EGYPT BRANCH)

### PROJECT

THE LOGISTICS ZONE "DOWNTOWN DELTA" IN TANTA WHICH CONSIST OF "MALL OF TANTA, MATRIX SPORTS CLUB, ELMOTAHEDA MEDICAL STORES, GHABOUR SHOW ROOMS, MAZLOUM SHOW ROOMS, DELTA MEDICAL CENTER , LALA LAND AND DELTA BUSINESS BARK".

LAST TITLE: PURCHASING AND CONTRACTS MANAGER

DURATION: MAR 2019 :DES 2022

PROJECT BUDGET: 6 BILLIONS. AND 80 FADAN AREA.

MY ROLE: MANAGE PURCHASING AND CONTRACTS DEPARTMENT

### • MY RESPONSIBILITIES:

- DEVISE AND USE FRUITFUL SOURCING STRATEGIES
- DISCOVER PROFITABLE SUPPLIERS AND INITIATE BUSINESS AND ORGANIZATION PARTNERSHIPS
- NEGOTIATE WITH EXTERNAL VENDORS TO SECURE ADVANTAGEOUS TERMS
- APPROVE THE ORDERING OF NECESSARY GOODS AND SERVICES
- FINALIZE PURCHASE DETAILS OF ORDERS AND DELIVERIES
- EXAMINE AND TEST EXISTING CONTRACTS
- TRACK AND REPORT KEY FUNCTIONAL METRICS TO REDUCE EXPENSES AND IMPROVE EFFECTIVENESS
- COLLABORATE WITH KEY PERSONS TO ENSURE CLARITY OF THE SPECIFICATIONS AND EXPECTATIONS OF THE COMPANY
- FORESEE ALTERATIONS IN THE COMPARATIVE NEGOTIATING ABILITY OF SUPPLIERS AND CLIENTS
- EXPECT UNFAVORABLE EVENTS THROUGH ANALYSIS OF DATA AND PREPARE CONTROL STRATEGIES
- PERFORM RISK MANAGEMENT FOR SUPPLY CONTRACTS AND AGREEMENTS
- CONTROL SPEND AND BUILD A CULTURE OF LONG-TERM SAVING ON PROCUREMENT COSTS.

OTHER TITLE: CIVIL SITE ENGINEER

### PROJECT

RESIDENTIAL TOWERS BELONGING TO ONE OF PRIVATE CONTRACTING COMPANIES

DURATION: 2018 TILL 2019

LAST TITLE: SITE ENGINEER

### PROJECT

THE EGYPTIAN COMPANY FOR CONSTRUCTION (ROADS AND BRIDGES).

DURATION: AUG 2017: JAN 2018

LAST TITLE : SITE ENGINEER

## **EDUCATION**



- Bachelor of Civil Engineering  
EL ARISH INSTITUTE .2017
- Cumulative grade: Good



- Graduation project:  
REINFORCEMENT CONCRETE
- Project grade: Excellent



### **COURSES AND TRAINING**

- COURSE AUTO CAD FROM CAIRO UNIVERSITY
- I WAS TRAINED AT TALAAT MOUSTAFA COMPANY IN THE SUMMER OF 2014 IN THE MUSTAFA KAMEL HOTEL PROJECT IN ALEXANDRIA
- I WAS TRAINED AT ORASCOM CONSTRUCTION (TECHNICAL OFFICE AT LOCATION PALM HILLS AT VILLA 200& 102 & 142 FROM 1/8/2016 UP TO 1/9/2016

## **LANGUAGE**

### LANGUAGE SKILLS

- NATIVE LANGUAGE ARABIC.
- GOOD COMMAND OF BOTH WRITTEN AND SPOKEN ENGLISH

## **HOBBIES**

- Reading
- Computing
- Charity
- Designing
- planning
- Football

## **MEMBERSHIP**

**MEMBER OF ENGINEERS SYNDICATE, EGYPT. MEMBERSHIP NUMBER:  
144/6601149/2017/3**

**Preferences available upon request**