



Marco Emad Fathallah

Civil Engineer

Summary

Civil Engineer with 4 year-experience in Quantity surveying & site supervision and customer service representative

Seeking a challenging and interesting job position that gives me opportunities to learn and to enhance my skills

Nationality: Egyptian

Driving License: working on it

Working Visa

Contact



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Dubai Silicon Oasis



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Education

B.S. Civil Engineering October High
Institute, Cairo
2012 – 2017

Graduation Project:
"Concrete Project; residential
building (villa) Frame- Tank- High
Rise- Wall and keeper room"

Languages

Arabic: Mother language

English: Very good command of
both writing and speaking

French: Fair

Tech & soft Skills

Tech Skills

- SAP
- AUTOCAD
- ETABS
- Revit
- SAFE
- Photoshop
- Excellent with Microsoft office

Personal Skills

- Self-motivated and details-oriented
- Team work & individual
- Excellent Communication and Presentation Skills
- Ability to learn new things

Certifications

- Training certificate Ministry of Housing, Utilities and Urban Communities
- Work certificate: El Tarek for Real Estate Investment & Development Projects
- Work certificate: Army construction field
- Teleperformance customer service EGY
- Living Yards company for construction and development

Professional Experience

- Technical Office / Quantity Surveyor in Living Yards Company / The Loft Compound, high rise buildings with 93,000 m²

- Preparing the bill of quantities
- Inventory the necessary quantities in buildings from concrete, reinforcement iron, bricks, conch quantities and paints throw Excel sheets
- Contacting with the financial department of the company for subcontractor's payments
- Verifying progress measurements in coordination with Site Engineers
- Preparing of the Rate Analysis
- Preparing main and sub-contractor's final account and project close out
- Preparing the contracts and ensured compliance with policies and procedures
- Working on the Company system (Dynamics system)
- Have a good knowledge about QC engineer job

From Oct
2019

Till Oct
2020

- Customer Service Representative / Teleperformance

From March
2019

Till September
2019

- Handling customers' complaints very well (UAE Customers)
 - Provide appropriate solutions
 - Identify and assess customers' needs to achieve satisfaction
 - Sending positional E-mails to the management
 - Showing empathy to the customers
 - Working on CRM system and practices
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From March
2018

Till March
2019

- Civil Engineer / Office of Military Engineers. Egyptian Armed Forces

- Constructing a group of buildings, Restoration works and upgrading the efficiency of installations, inventory quantities and necessary work extracts, all works of founding and reinforced concrete, construction works and reinforced concrete, interior and exterior finishes also using CAD program for editing designs
 - Preparing the bills of quantities and payments
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From July
2017

Till November
2017

- Site Engineer / El Tarek for Real Estate Investment & Development Projects / 6th of October City

- Hiring labors and making a deal about work and payments
 - Leading laborers to maintenance and interior and exterior finishes in the site
 - Handled cost-of-materials estimations, report and document tracking, project documentation, on-site project visits, invoice/agreement verification and building
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From Jan
2015-2016

Till April
2015-2016

- Intern Site Engineer / Ministry of Housing, Utilities and Urban Communities / Cairo

- Gained hands on experience in lifting buildings surveyors, and the determination of dimensions and levels on the site, as well as preparation of maps and plans, and blueprint reading
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From July
2014

Till September
2014

- Intern Site Engineer/ ORASCOM / Mall of Egypt

- Gained hands on experience in soil and concrete testing
- Gained practical experience in Concrete works and finishing works in all elements