

Heba Fetouh El-Ghannam

Touch consultant Group **TCG** Egypt branch

SUMMARY

With over **8** years experience in architectural design, I have exceptional skills and experience in planning, detailing, designing and coordinating projects both in the public and private sectors. My excellent communication, public relations, problem-solving and leadership skills, combined with my deep knowledge of engineering and architectural codes, make me a highly valuable employee and team leader.

OBJECTIVE

I am looking to further my career with a professional firm with an environmentally sustainable focus.

EXPERIENCE HISTORY

Touch consultant Group **TCG** Egypt branch 2015-present

Interior designer

Arwa designs KSA 2013-2015

Interior designer

PERSONAL DATA

Name: **Heba Elghanam**

Date of Birth: 1-01-1984

Nationality: Egyptian

Total years of experience : 8 Years

Contact info: +20 128 165 3094

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EDUCATION

B.S.C of Architectural Engineering

2008

Faculty of Engineering , Al Azhar University – Cairo

EGYPT



STRENGTHS

Gulf experience in interior field.

experienced in projects Coordination

Architectural design by computer applications.

Maintain Confidentiality of Records

Proficiency in Computer Applications

ARCHITECTURE ENGINEER IN THE FIELD OF CONSULTANTY

- Prepare information regarding design, specifications, materials and equipment
- Estimate costs and schedules and other elements associated with construction projects. Develop design ideas and create design presentations.
- Direct the production of construction documents, drawings, and specifications.
- Develop budgets and schedules to meet project objectives as well as value engineering principles.
- Organize client and team meetings.
- Coordinate schedules and workloads.
- Review architectural documents for potential conflict with all disciplines.
- Direct the production of construction documents, drawings and specifications
- Generally act as the leading individual contributor and coordinator of design problem-solving
- Responsible for overseeing that all necessary testing is completed and subsequent information is reported
- Architectural and interior design of residential projects , coordinating relationship between spaces and accordance between architectural , structural , electrical and plumbing drawings.
- Preparing and submitting all documents and drawings to get the approvals , N.O.C. and work permit for the project from the authority .
- Preparing working specifications for the projects and administration tenders for choosing the project contractor .
- Follow up of site working process ,project administration, supervision and making progress reports for the process of construction

IT SKILLS

Photoshop

Auto CAD

REVIT ARCHITECTURE

ARCHI CAD

Microsoft Office