



PERSONAL INFORMATION

Mina Saleh Aziz

 Hawalli, block 8, Ahmed Ebn Tolon St, (Kuwait)

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 mena.aziz14@yahoo.com

Gender Male | Date of birth 21 Aug 1992 | Nationality Egyptian

Driving License: Available and Valid | transferable visa: Type (18)

Member of Kuwait Society of Engineers

Position: Electrical Engineer

WORK EXPERIENCE

1 June 2020–Ongoing

Administrative Coordinator

GAAZ Company

Salmiya, El Manakh Commercial Tower, Bahrain St.

Responsibilities:

Supervisor and coordinator

GAAZ Social Accounts & Website (Kuwait)

1 Sep 2016–31 Dec 2019

Electrical Engineer

UNI-TECH Contracting & Trading

15, Ahmed Fahim Bayoumi st, Cairo (Egypt)

<http://www.unitecheg.com>

I have worked at Uni-Tech as Electrical and BMS Site Engineer for Projects:

1- Egyptian Army Conference Hall at El Mosher Mosque.

2- Al Massa Hotel at The New Administrative Capital.

3- Ministry of Defence at The New Administrative Capital.

4- Ministries district at The New Administrative Capital.

Responsibilities:

1-Following up All the Approval with the Consultant.

2-Supervising the electrical installation works.

3-Installation all Electrical Works According to Standards and Specifications.

4-Supervising the Inspections procedures for all electrical work in projects.

5-Preparing weekly & monthly report.

6-Ability To coordinate MEP works.

7-Maintain relationships with crews and contractors.

1 Oct 2015–31 Aug 2016

Electrical light current design Engineer

Philippe Photo Trade, Cairo (Egypt)

Responsibilities:

Design For:

1-CCTV Systems.

2-Sound Systems.

3-Access Control.

15 Nov 2014–30 Sep 2015 **Electrical Engineer**

EL-MAADI STEEL & IRON ROLLING MILL COMPANY, Sadat (Egypt)

Responsibilities:

- 1-Troubleshoot on electrical systems/equipment.
- 2-Maintenance for Rolling machines.
- 3-Re Programing PLC Devices.

EDUCATION AND TRAINING

15 Sep 2009–15 Jun 2014 **Bachelor of Engineering (Electrical Power and Machines Department)**

Faculty of Engineering, Helwan University, Cairo (Egypt)

30 Jun 2012–11 Aug 2012 **Certificate at Operation & Maintenance of (Steam Power Plant-Gas Power Plant-Combined Cycle Power Plant) Acquaintance With (boilers-turbines-generators-circuit breakers-transformers instruments) Acquaintance with The Station Administrative System**

EGYPTIAN ELECTRICITY PRODUCTION COMPANY, CAIRO SOUTH POWER STATION, Cairo (Egypt)

4 Aug 2012–29 Aug 2012 **Training was conducted in the Electric power sector and cold rolling strips**

EGYPTIAN IRON & STEEL COMPANY, Cairo (Egypt)

6 Jan 2014 **Certificate At PLC-Level One"S7-300"**

Siemens Lab., Helwan University (Egypt)

15 Jan 2016–13 Feb 2016 **Certificate in Revit-MEP Essentials**

BIM SOLUTION (Autodesk Authorized Training Center), Cairo (Egypt)

2 Mar 2016–2 Apr 2016 **Certificate in Revit-MEP Advanced**

BIM SOLUTION (Autodesk Authorized Training Center), Cairo (Egypt)

3 Apr 2016–12 Apr 2016 **Certificate in Revit-MEP & BIM Management**

BIM SOLUTION (Autodesk Authorized Training Center), Cairo (Egypt)

25 Apr 2016–17 May 2016 **Certificate in Autodesk Navisworks**

BIM SOLUTION (Autodesk Authorized Training Center), Cairo (Egypt)

15 Apr 2020 – 30 Apr 2020 **Online Classic Control**

Udemy Website

Course Duration: 15 Hours

1 July 2020 – Ongoing

Fire Fighting

Self-Study

Course Duration: 20 Hours

PERSONAL SKILLS

Mother tongue(s)

Arabic

Foreign language(s)

English

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
B2	C1	B2	B2	C1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills I have gained my communication skill during working as Electrical Engineer at UNI-TECH Contracting & Trading which make me treating with colleagues.

Soft Skills

SELF-ASSESSMENT				
AutoCAD	Revit-MEP	Dialux	ETAP	Navisworks
Proficient user	Independent user	Proficient user	Proficient user	Basic User

I have worked at UNI-TECH as Electrical and BMS Site Engineer where I follow and lead my crew in different sites with compressed time schedule which enrich me to work under stress.

Job-related skills I Have A good Technical knowledge, Multi-task Related Jobs, Ability to work well under Stress, Communication Skills, Eager to learn new tasks, enjoy working in team, attention to details, persistent person.

Digital Skills

SELF-ASSESSMENT				
Information Processing	Communication	Content Creation	Safety	Problem-Solving
Proficient user	Proficient user	Independent user	Basic user	Independent user

Digital skills - Self-assessment grid