

# SARA MOHAMED EL-MORSHEDY

## TECHNICAL OFFICE ENGINEER

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## PROFESSIONAL SUMMARY

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Seeking new challenge as Technical / Sales / Tender / Procurement Engineer with over three years of experience in electrical design, project management, and site supervision in the construction industry. Adept at developing robust electrical system designs compliant with IEC and IEEE standards. Currently serving as a **Technical Office Manager** at El Delta General Contracting, leading multidisciplinary teams, managing technical documentation, and ensuring quality and timely project delivery. Committed to lifelong learning with expertise in **Building Information Modeling (BIM)**, Revit, and low-voltage system designs.

## EDUCATION

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### **Bachelor of Electrical Power and Machine Engineering**

Jul 2021

Port Said University, Egypt

**Graduation Project:** Electrical Distribution for an International School  
(Excellence Degree)

- Designed low-voltage, lighting, and power distribution systems.
- Collaborated with multidisciplinary teams to align systems with architectural requirements.
- Achieved compliance with IEC and IEEE standards.

## WORK EXPERIENCE

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### **Technical Office manager, El Delta general contracting and supplies.**

(Jan 2024 - Present)

#### **Key Projects:**

##### **Fan Yang Factory**

Supply, installation, testing and commissioning of medium voltage equipment project.



##### **Lijialong**

Installation project for electrical room, grounding system, machines, cable trays, cable spreaders, gas and water pipes in the factory.



##### **Damietta Furniture City**

Project to implement electrical works, connect machines, and install doors with Faster motors.



**Technical Office engineer, El Delta general contracting and supplies.**  
**(Jan 2023- Dec 2023)**

**Key Projects:**

**TEDA Investment Company**

Medium Voltage Panels and 1 MVA Transformers Connection Project.



**Egyptian Chinese Company**

Annual Maintenance Project for Medium Voltage Equipment.



**Kharafi National for Infrastructure Project Developments-Construction and Services S.A.E**

EETC – West Damietta – Construction 500/220/22 K.V.



**International Drilling Materials Manufacturing Co**

Annual Maintenance Project for Medium Voltage Equipment and Installing meters in electrical panels and extension cells to medium voltage panels.



**Egyptian Petroleum HH Rig Manufacturing S.A.E Co**

Annual Maintenance Project for Medium Voltage Equipment.



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**Technical Office engineer, El Delta general contracting and supplies.**  
**(Jan 2022- Dec 2022)**

**Key Projects:**

**TEDA Investment Company**

submersible pump installation project at Swiss Inn Hotel water station.



**SIEYUAN ELECTRIC EGYPT**

CCTV System Design, Supply, Installation Testing and Commissioning Works of Madenty-2 220/66/22 KV GIS S/S PROJECT.



**Sinacola factory**

Maintenance project for air dryers, UPSs and air conditioners.



## **Technical Office engineer, El Delta general contracting and supplies.**

**(Sep 2021- Dec 2021)**

### **Key Projects:**

#### **Arab Contractors Company**



the first phase of the tourist walkway project in New Mansoura City and the installation of medium and low voltage connections.

#### **Middle Delta Electricity Production Company**



Project to supply hoses for fire trucks and fire boxes.

#### **XD EGEMAC High Voltage Equipment Company**

1\*1000mm<sup>2</sup> & 1\*800 mm<sup>2</sup> cable laying work for Hurghada.



## **COURSES**

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Trainee at Kafr El Battikh Power Station, Damietta

- OSHA course - Orascom
- Low Current Course
- Power Course
- Lighting Course
- Distribution Components Course
- Revit s BIM Certification - Proficient in coordinated 3D modeling.
- Shop Drawing Lighting and Power Course
- Shop Drawing Low Current Course
- Tender Course
- Site Executive Implementation Course
- Distribution Diploma - The Right Way Institution.
- Mobile Application Development Certification - Russian Cultural Centre.
- Electrical Installation Course - Elsewedy Electric, Egyptian Engineers Syndicate.
- Distribution Course - Egyptian Engineers Syndicate.

## **TECHNICAL SKILLS**

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- **Electrical Design:** Proficient in residential, commercial, and industrial systems.
- **Software Proficiency:** Revit, BIM, AutoCAD, Microsoft Office Suite.
- **Low Current Systems:** Fire alarm, CCTV, structured cabling, public address, nurse calling, access control, MATV systems.
- **Documentation & Reporting:** Expert in shop drawings, technical reports, and tender submissions.
- **Problem Solving:** Analytical skills to troubleshoot electrical issues during project execution.

## LANGUAGES

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- **Arabic:** Native Speaker
- **English:** Proficient (Good Command)

## PERSONAL INFORMATIONS

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- **Gender:** Female
- **Nationality:** Egyptian
- **Social Status:** Married
- **Date of birth:** 27.OCT.1998

## CONTACT

 +20-106-285-3200

 saraelmorshdy71@gmail.com

 Address: Damietta, Egypt

## COVER LETTER

Dear Sir,

I hope this message finds you well.

I am excited to apply for the Electrical Engineer position at your Company. With a bachelor's degree in electrical power and machine engineering from Port Said University and over two years of experience in electrical design and project management, I am confident in my ability to contribute effectively to your team.

At **El Delta General Contracting**, I have led teams as a **Technical Office Manager**, managing international collaborations, overseeing technical documentation, and ensuring timely project execution. My work on notable projects such as TEDA and ANOPC AHC Project has sharpened my skills in coordinating with stakeholders, implementing quality control measures, and adhering to international standards like **IEC** and **IEEE**.

In addition to my professional experience, I bring technical expertise in **Revit**, **BIM**, and low-current systems such as fire alarms and CCTV. My commitment to lifelong learning is reflected in certifications like Electrical Installation and Distribution Courses. I pride myself on my adaptability, problem-solving abilities, and effective communication skills.

Joining your esteemed organization aligns with my career aspiration to be part of innovative projects that drive excellence in the field of electrical engineering. I am eager to bring my expertise to your team and contribute to achieving your company's goals.

Thank you for considering my application. I would welcome the opportunity to discuss how my skills and experiences align with your needs.

With best regards

Sara Elmorshedy