



# EMAD GIRGIS PHILIP

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1-8-1979

**BACHELOR OF ENGINEERING**

**HELWAN UNIVERSITY (faculty of EL Mataria)**

**MECHANICAL POWER DEPT.**

**2005**

## **For Hvac Career**

- DESIGN OF CENTRAL AIR CONDITIONING SYSTEMS
- LOAD ESTIMATION (HAP SOFTWARE)
- DUCT DESIGN, AIR DESTRIUTION, AIR OUTLET
- Smoke test inspection for the HVAC system.
- Install of package unites and smoke purge fans.
- Testing, Adjusting balancing of HVAC equipment.
- Energizing of the HVAC system.

## **For Firefighting Career**

Work on the design, implementation and maintenance of the following works:

- Design, implementation and maintenance of firefighting systems for applications (residential, commercial, public buildings and industrial applications) in accordance with the regulations and using the international codes [BS and American NFPA].
- Design, implementation and maintenance of sprinkler systems (wet system and dry system).
- Design, implementation and maintenance of gas systems (Carbon dioxide Co<sub>2</sub>, FM 200 FM ..... etc)
- Supervising the implementation of the site.
- Scheduling and inventory of mechanical equipment.

## **PERSSONAL SKILLS**

- Excellent organizational skills.

- Ability to work under pressure, hard & accurate worker and fast learner.

- Get along with others and adjust to any situation.

- Self-motivated & dependable.

## **COMPUTER SKILLS**

- Dealing with operating system environment (Win XP, Win 7).

- Using Microsoft applications (Word, Power Point).

- Using AutoCAD (EXCELLENT LEVEL IN 2D, 3D)

- Using Photoshop.

## **CAREER OBJECTIVES**

I am looking for a job that can enhance my skills and experiences

## **PREVIOUS EXPERIENCES**

### **-TOP GROUP FOR CONSTRUCTION**

**Center for Medical Research and Regenerative Medicine**

Hvac & FIRE FIGHTING & PLUMBING

ONE YEAR

### **-EL ALAMIA FOR CONSTRUCTION**

**NEW CAPITAL- TECHNICAL OFFICE & SITE**

Hvac & FIRE FIGHTING & PLUMBING

THREE YEAR

### **-NESSIM DESIGN BUREAU CONSULTANT REPRESENTATIVE**

Hvac & FIRE FIGHTING & PLUMBING

THREE YEAR

### **-Kharafi National for Infrastructure Projects**

**MAINTENANCE MANAGEMENT**

TAG SULTAN COMPOUND

ONE YEAR

### **-EL AHRAM CO. FOR TRADING & INDUSTRY**

**MAINTENANCE MANAGEMENT**

PRODUCTION LINES & ALL FACTORY MACHINES

THREE YEARS

### **-TOP SERVICE FOR CONSTRUCTION (FOUNTAIN SYSTEMS)**

**TECHNICAL OFFICE & SITE**

ONE YEARS

### **-SAMCRETE EGYPT ENGINEERS, CONTRACTORS**

**HEAVY EQUIPMENT & HEAVY VEHICLES MAINTENANCE**

TWO YEARS

### **-NATIONAL STEEL FABRICATION**

**STEEL FABRICATION**

TWO YEARS

## **General Functional Duties**

**Prepares periodic reports regarding the department activities and achievements  
Participate in the periodic meetings with direct manager and subordinates to ensure that priorities are clear and the workflow is running smoothly as per agreed plans at the beginning of each year.**

**Performing other duties related to the job. Technical Duties Estimate and scope MEP trades during pre-construction Review Contract Documents, making suggestions / modifications as they relate to the MEP trades.**

**Manage and lead MEP subcontractors throughout duration of the project Review and approve material and equipment for MEP systems prior to installation Monitor the installation and start- up of MEP systems and commissioning of project with Engineer & Owner Coordinate activities, materials procurement and other related activities with Project Manager and Field Staff Communicate progress and prepare appropriate reports as needed Take overall responsibility for the performance of all MEP trades Supervise review and coordination of submittals and shop drawings Deliver all warranties, as- built and training to the owner.**

**Manage all requisitions and payments including lien releases and project payroll and maintains best possible cash flow throughout the project, communicating issues proactively Attend all schedule and management MEP meetings necessary to monitor and manage the project, chairing as appropriate Maintain and manage all purchase and delivery schedules, change order processes, shop drawings, document control logs.**

## **Responsibilities:**

**Review/study tender documents, scope of work, specifications and drawings.**

**Assure that all documents needed for quotation are available Preparation of BOQ and material takeoff according to the received drawings, data sheets and specifications.**

**Contact suppliers and subcontractors to get offers and assure that it meets project specifications. Cost estimation starting from engineering, material procurement, consumables, fabrication, assembly, inspections, painting, packing and transportation.**

**Coordinate with proposal team and prepare technical and commercial offer.**