#### APPLICATION FOR THE POST OF "ARCHITECT"

To:

The HR / Personal Manager

Dear Sir / Madam,

I am writing to explore the possibility of employment within your organization as a Architect. I have completed **B.Sc. of Urban Design** at university of Cairo, Faculty of Urban & Regional Planning. I have good experience in some CADD related software's (**Autodesk AutoCAD**, **Autodesk Design Review**, **Autodesk True View**, **Google Sketchup**, **Autodesk Revit**, **Adobe Photoshop and MS Office**) and documentation (Architectural Specification, BOQs and Contracts) procedures.

I came to understand that there are some vacancies for the post of **Architect** in your organization. So I hereby send my resume for your consideration.

I am extremely interested in obtaining a position with your company. I have outlined some background information about myself below and attached a copy of my resume for your consideration.

I would also like to mention here that I am a Egyptian Architect having More than **10 Years of Excellent Professional Experience** and I am having thorough knowledge in all kind of Architectural, Interior and Material Technology activities.

I believe that my experience is in perfect line with your current needs. If your firm is looking for a dependable, results-oriented professional with a solid performance track, I would be interested in speaking with you to discuss the value that my strengths and experience can bring to your company. I can be reached in confidence at the below telephone number or email address and I look forward to hearing from you.

Thanks.

Yours faithfully,

Walaa Talaat El-Sayed Cairo – Egypt +20 1013342404 +20 1127675552

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# Walaa Talaat El-Sayed

Architect, Cairo - Egypt

E-mail: arch.designer28yahoo.com

Mobile: +20 1013342404





**AUTODESK** AUTOCAD



AUTODESK







#### **EDUCATION**

### **Bachelor of Architecture (B.Arch)**

September, 2002 to June, 2007 (05 Years Full Time) from FURP, urban design department

## CAMPUS / COLLEGE

Cairo university

#### **PROFESSION**

#### **Architect**

#### **NATIONALITY**

Egypt

DATE OF BIRTH

28<sup>th</sup> of september, 1985

SEX

Female

PASSPORT NO.

XXXXXXXXX

**VISA STATUS** 

## **LANGUAGES**

Arabic & English

#### **CERTIFICATIONS:**

- -Taking PMP course( project management program)
- -Interior design course.
- -Certificate in AutoCAD 2D
- -Certificate in sketch up 2017
- -Certificate in Computer Studies
- -Certified in MS Office Program.
- -Certified in photo shop cs.
- -Qualified using internet.
- -Preparing to have Revit Deploma & primavera prog.

# **SUMMARY OF QUALIFICATIONS**

I am efficient and dedicated person and have ability to work hard. I am looking forward to utilize my skills, knowledge and abilities towards my career development with a view to be an outstanding personality in the Architect Field by giving added value to the purpose with synergistic effect.

#### **EMPLOYMENT HISTORY**

I have gained 5 years excellent professional Experience in Architectural, Interior & Landscaping.

#### **SKILL PROFILE**

- Having 11 years of professional experience in the Construction field.
- Highly motivated and dedicated to teamwork. I have successfully undertaken various teams within both academic nonacademic environments.
- Flexibility and ability to adapt to changing situations.
- Ability to manage multiple tasks and meet tight deadlines and targets.
- Excellent Communication Ability; Good problem solving skills; Strong numerical and analytical skill; Excellent Interpersonal skills; Desire to work to full potential.

## RELEVANT EXPERIENCE

# 1) Landscape Architect.

\_August 2007 - January 2009:

## company: CONCEPT FOR LANDSCAPE

## **DUTY AND RESPONSIBILITIES:**

- Participated in designing the architect & landscape for a number of residential compounds and private villas.
- Prepared the working drawings for a number of residential compounds and private villas.
- Beginning to architecture design for some villas in 6 October City.
- Prepare the Architecture, Shop drawings in site (Using Auto CAD)
- Prepare Estimates. Making running account bills, check & certify Bills
- Calculating various quantities

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#### January 2009 – January 2010:

#### 2) Senior Architect & Landscape Designer.

 Participated in designing the architect & landscape for a number of residential compounds and private villas.

During this period, my job responsibilities are:

- Landscape design for many projects
- Working drawings of all landscape elements, including softscape, handscape, lighting, woodworks, irrigation system ... etc.
- Interior design for a number of private villas (6 October, Palm hills, El-ktamia.)
- Softscape classifications & hardscape specifications
- Calculations of the quotations list (landscape & interior projects).

## January 2010 - Dec 2012:

## 3) Upgraded to the position of director of Architect & Landscape Design works.

- **Overseeing** the implementation of landscape elements (softscape, hardscape, lighting, woodworks, irrigation system ... etc.).
- Overseeing the implementation of interior elements (Architecture drawings, elec. drawings, plumbing drawings, A.C drawings, heating drawings, furniture drawings, etc.).
- **Supervising** the work of the internal finishing of villas, restaurants & shops.
- Calculations of the quotations list (landscape & interior projects).
- **Project manager** of (Pyramids industrial park in" El 10 Ramadan city").
- Project manager of (Aloula industrial park in" 6 October city").
- **Project manager** of (two villas in the desert road).{**phase one**}.
- Project manager of (Cairo Kitchen restaurant " Zmalek").
- Project manager of (Villa in the Lake view compound) (Design & installation Landscape).

## June 2013 – Dec 2014:

## 4) Senior interior designe.

company: Archi touch for furniture manufacturing

- Technical office interior designer at ( home , office )and R&D department.
- General coordinator for (EGO Brand ) project.

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# Walaa Talaat

#### Architect

#### Dec 2015 - March 2016:

5) <u>Senior Landscape Designer</u>.

company: Aljoiab company (Egypt branch).

Technical office landscape designer.

## April 2016 – Aug 2016:

6) Senior Architect & Landscape Designer.

company: Zuhair Fayez partnership (Egypt branch).

Technical office landscape designer.

#### Dec 2016 – sep 2017:

7) Senior technical office.

company: Bvision Interiors.

• Technical office engineer & site supervision.

#### Dec. 2017 - present:

8) Project manager Architect & Landscape dep..

company: Bvision Interiors.

- Technical office manager.
- Project manager

#### **PRIVATE WORK:**

**1. Project:** Design & contracting a lot of (residential& commercial projects)

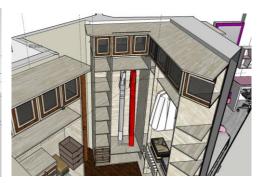
Location:6october , 5<sup>th</sup> settlement , El shrook city,Hdayek ahram, Clients: Dr.Omnia ,Eng.Mostafa, Dr.Osama, Dr. Mohamed, Mr.Ahmed abd elkhalek, Mr.Ehab abd elwahab,

Project Description:

- Design full package interior and landscape with full bill of quantities.
- present some ideas on sketch up 3d model.
- supervision on construction all items inddor & out door addition to making swimming pools ( whole types) design & construction .
- **2. Project**: Design & supervision villa Mrs. Ghada Abd El Razek Location: 6october. Golf view

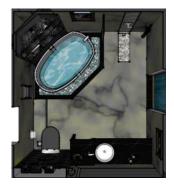






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## Architect







## **COMPUTER/CAD SOFTWARES SKILLS:**

- Have good experience in some construction & design related software's such Autodesk AutoCAD, Google Sketch up 2017, photoshop cs
- Well experience in MS Office (Excel, Word, PowerPoint, etc.)
- Familiar with Internet and E-mail.

**REFERENCES:** Available upon Request

PORTFOLIO: Available upon Request

Facebook page: Elegant Architecture

## **DECLARATION**

I consider my self as familiar with Architect. Aspects I hereby declared that above mentioned details are true to the best of my knowledge and belief.

Walaa Talaat

Walaa Talaat

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