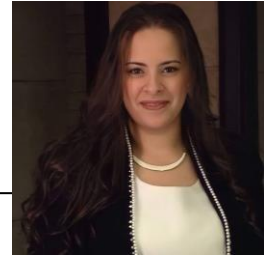


CV

Maya Raymond Louis

G14 building 60, Madinty, Cairo, Egypt.



OBJECTIVE

Looking for a challenge position as Hr. specialist

EDUCATION

- **From 1995 – 2007:** School studies

Notre Dame Des Apotres (French school), Zeitoun, Cairo, Egypt – Score 90% - Math section.

- **From 2007 to 2012:** University studies

Misr International University (MIU), Faculty of Engineering, Architecture department.

* **Cumulated GPA:** 3.37 / 4 (B+)

* **Graduation Project:** Excellent (A)

Work Experience

- 1 Years of experience as (**Technical office Manager**) at (**Inma Construction -Genena group**) from February 2021 till Now.
- **Job Description:**
 - Review and approve material approval request and method of statement according to project specs.
 - Check and review the main contractor invoice and another subcontractor.
 - Review and approve quantity survey submittal.

- 7 Years of experience as (**Senior of Architecture Models, Landscape & Presentation Department**) at (**El Batal group**) October 2015 till January 2021.
- **Job Descriptions:**
 - Landscape designing, Preparing alternatives to existing buildings.
 - Ensures that works are carried out to specific standards and, above all, ensures that the landscape is sustainable, functional and aesthetically pleasing.
 - Following up major engineers with revising their Designs drawings.
 - Following up with clients if they need any edits in their units.
 - Using IT in design and project management, specifically using software packages such as Computer Aided Design (CAD) 2D.
 - Negotiating with marketing department for editing and discussing customer's needs.
 - Presentation for sales & new hires for our projects & the new also.
 - Client's presentation for site mockups.
 - Handle with the graphics designer's presentation of plans, layout brochures & flyers.
 - Presentation Photoshop for all plans and Master plans for all projects.
 - Creates 3d models for compounds with different styles and scales (Maquettes).
 - Ingredients needed attachments of contracts handle it with financial & contracts departments.
- 3 Years of experience as (**Architect Engineer & Model Maker**) at (**ARK Studio**) September 2012 till November 2015.
- **Job Objective:**
 - Review design drawings, coordinate with other disciplines to solve problems. Redesign for buildings & landscape. Handle shop-drawing until submitting using AutoCAD. Making full detailed Models Handmade & Laser cut. Free hand & Digital Presentation.

TRAINING COURSES

- **HR Diploma** at EgyCham (certified by accredited by Ain-Shams University and HRCI) (35 Hours)
- **Primavera** (certified by Autodesk and Yat Learning Center).
- **Architecture Revit** (certified by Autodesk and Yat Learning Center).
- **Diploma in Graphics Designs** (certified by Adobe and Yat Learning center (84 Hours)
 - Photoshop CS6 & CC
 - Illustrator CS6 & CC
 - In Design CS6 & CC
- **English Conversation course** (Certified by AUC at American University Cairo)
- **Create a Handout of all plants, trees, shrubs, palms and hard cape & soft cape used in landscape.**

COMPUTER SKILLS

- Microsoft Windows 98/XP/7 (word, Excel, Power point)
- AutoCAD 2D
- Photoshop
- Illustrator
- InDesign
- Lumion
- Sketch up
- FreeHand
- Movie Maker

LANGUAGE SKILLS

- Mother Tongue: Arabic language
- First Language: French (Excellent Command of Spoken and Written).
- Second Language: English (Good Command of Spoken and Written).

PERSONAL SKILLS

- Working under pressure
- Hard worker.
- Work in team
- Fast learner.
- Adaptable, Organized, Active
- Innovator
- Internet searcher
- Presentation skills
- Negotiation & convince Skills

ADDITIONAL DATA

- Date of Birth: April 25th, 1990
- Place of Birth: Cairo, Egypt
- Nationality : Egyptian
- Marital Status: Single
- Car license : Available

References: References are ready upon request