



Lobna Abdelfatah Ahmed Afifi

Summary

I'm graduated from Electronic Engineering Faculty. I also have large experience working in a large companies in more than one field. I'm a team player, a problem solver, and a rigorous information seeker. I prefer working on tasks that are related to information gathering and analysis. My career objective is to contribute towards the development of computer science engineering in the global society by utilizing my passion in computer, engineering.

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Date of Birth: 22/07/1976

Languages Known:

- English.
- French

Academic Qualifications:

- A Bachelor's degree in Electronic Engineering from Electronic Engineering Faculty 1999.

Professional Qualifications:

- Autodesk authorization certificate.
- Quality Specialist certificate.
- Professional system administrator training by Deltek Vision UK (ERP System).
- ICDL course.
- Internal Audit certified
- QMS ISO 9001:2015 Lead Auditor certified by CQI-IRCA

Key Qualifications:

- As I worked in many different carriers, I have many qualifications as follows:

Medical equipment Tender Engineer:

- Studying the tender to estimate the equipment needed and design the gas network needed in the hospital.
- Manage associated cost preparation responsibilities.

- Obtain factored / sub supplier costs where necessary.
- Prepare technical & commercial proposals.
- Attend clarification meetings with Client when required.
- Ensure that tenders meet company commercial guidelines and have the necessary sign off in accordance with the delegation of authority guidelines.
- Take responsibility for all associated handover documentation in the event of an order.
- Participate in and actively support company initiatives.
- Be familiar with the general specifications and market requirements.

CAD Engineer:

- Studying architectural drawings sent by contractors.
- Preparing the drawings CAD files as main XREFS for all trades, to comply with the CAD system used in the company.
- Troubleshooting for AutoCAD problems that may face any of the company members.
- Preparing template sheets for each project for the final product, to be used for all trades (electrical, mechanical, HVAC, Plumbing).
- Attend meetings held by managers and project managers.

Quality Specialist Engineer:

- Coordinates the steps of initiation and modification of quality procedures and work instructions.
- Stamps and keeps original quality documents.
- Ensures the distribution of quality system documents to points of use.
- Updates and distributes the list of controlled documents.
- Follows up the execution of internal quality audits.
- Prepares results of quality audit in a matrix form.
- Follows up the execution of training plan.
- Follows up the quality system annual agenda.
- Collects and analyses quality measurement items.

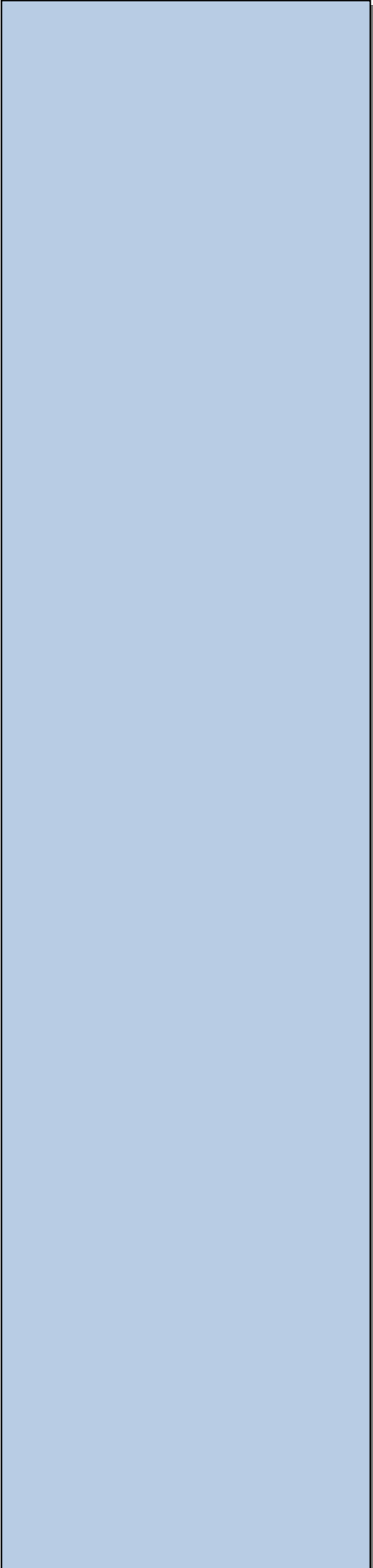
- Attends meetings concerns to quality system and follow up results

Deltak Vision System support Manager (ERP System):

- Acting as a subject matter expert for the team, answering questions and providing guidance for all team projects.
- Managing for troubleshooting issues and other questions of any employee using the system.
- Make sure the systems is functioning properly and helping the business run smoothly.
- Work on company projects created on the system such as upgrades and migrations, data extracts for financial or audit purposes.
- Ensure the integrity and security of information and access to support company reporting and internal control standards.
- Provide support for all users across the firm.
- Partner with vendor regarding product roadmap, enhancement suggestions and support cases.
- Continually oversee and enhance the system users experience across the firm by using tools such as internal network, news feeds and hands-on training or knowledge sharing sessions.
- Produce monthly reports to the executive depending on the extracted reports of system to determine the time analysis for the whole firm.
- Keep and update system configurations including workflow, organization, planning, Billing, Accounting, Timesheet, etc.).

Senior Quality Assurance:

- Coordinates the steps of initiation and modification of quality procedures and work instructions.
- Updates and distributes the list of controlled documents.
- Follows up the execution of internal quality audits.
- Prepares results of quality audit in a matrix form.
- Follows up the execution of training plan.
- Follows up the quality system annual agenda.

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- Collects and analyses quality measurement items.
 - Attends meetings concerns to quality system and follow up results.
 - Comply with all instructions related to occupational health and safety and environment due to the job site and nature of the job.

Experience Record:

1999 to 2001:

- Tender Engineer at AEO Arabic Engineering Office.

2008 to 2011:

- CAD Engineer at Shaker Consultancy Group.

2011 to 2016:

- Quality specialist at Shaker Consultancy Group.
- Deltek Vision System (ERP system) administrator at Shaker Consultancy Group.

2016 to 2025:

- Senior Quality assurance at Shaker Consultancy Group.
- Deltek Vision System (ERP system) Administrator for operation at Shaker Consultancy Group.