Administrative Employees

No.	Name	Job Duties
1	**Mr. Ibrahim Sayed Belal**	**Department Supervisor**
2	**Mrs. Iman Mohamed Rabei**	**Secretary – Department Supervisor Assistant**
3	**Mrs. Hala Khairy Kassem**	**Secretary – Higher Studies Affairs**
4	**Mrs. Hebatallah Mohamed Abou El-Fotouh**	**Secretary – Correspondence with Faculty Administration & Department Head Affairs**
5	**Mr. Ahmed El-Sayed El-Tayeb**	**Secretary – Custody Responsibility & Filing of Theses**
6	**Mr. Atef Abdel- Azim Aly**	**Secretary – Responsible for Forth Floor of Civil Eng. Building & Virtual Lab**