

Holds a B. A. in Sociology and has more than 4 years hands-on experience working in administration field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 11/10/1986
Gender : Male
Marital Status : Single
Residence : Helwan, Cairo

EDUCATION

: B. A. in Sociology, Helwan University

LANGUAGES

Arabic : Native Language
English : Very Good
French : Fair

COMPUTER SKILLS

: Windows, MS Office (Word, Excel, Power Point), Internet

TRAINING COURSES AND CERTIFICATIONS

- : T.O.T (Training of Trainers) (Feb. 2013):
 - Training Needs.
 - Time Management.
 - Designing the training program.
 - Planning a Workshop.
 - Presentation skills.
 - Communication Skills.
 - Training methods.
- : Interpersonal Skills and Job Hunting from Resala (Oct. 2012).
- : English Course "ESP" Center (Helwan University) (Aug. 2010).
- : Leadership course from Central Association of Air Scouts (May 2010).
- : International Computer Driving License (ICDL) from UNESCO (Jul. 2008).

CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Aug. 2016 till Nov. 2016
Employer : National Telecommunication Institute, Telecommunications - Egypt
Job title : Trainee
- Dates** : From Aug. 2013 till Oct. 2015
Employer : Rowad Al-Mostaqbal Language School, Education, Training & Library - Egypt
Job title : Activities Supervisor Teacher
Job Description :
 - Put a main plan and implement various activities for students.
 - Coordinated between all departments.
 - Organized all programs and competition for students internally and externally.
 - Documented the whole activities applied for ISO.
 - Supervisory on the social workers, teachers, security and students.
 - Provide and purchase adequate equipments for activities.
 - Solving problems of the parents and their children.
 - Organized many trips, camps and parties.
- Dates** : From Jan. 2013 till Jul. 2013
Employer : Central Agency for Public Mobilization and Statistics, Governmental & Public Sector - Egypt
Job title : Researcher