

Holds a Bachelor in Information System and has about 8 years hands-on experience working in HR field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 19/01/1984
Gender : Male
Marital Status : Married
Residence : Maadi, Cairo

EDUCATION

: Bachelor in Information System, Thebes Academy, Cairo, 2006

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet
: Photoshop

TRAINING COURSES AND CERTIFICATIONS

: Digital Marketing, Social Media and SEO at One Academy (from May 2017 till now).
: Novell Linux Enterprise Server 11: Fundamentals at IT Gate Academy (Jan./Feb. 2011).
: IT Essential at IT Gate Academy.
: CCNA Academy (Cisco Certified Network Associate) at IT Gate Academy.
: Network Fundamentals Version 4.0 English (Jun./Jul. 2010).
: Switching Version 4.0 English (from Jul. till Sep. 2010).
: Routing Version 4.0 English (Route Redistribution) (Sep./Oct. 2010).
: Wan Version 4.0 English (Oct./Nov. 2010).
: Juniper networking fundamentals at IT Gate Academy (Jun. 2010).
: ICDL (International Computer Driving License) at Synergy Professional Services a Division of Global Knowledge (from Oct. 2008 till Feb. 2009).

- : English Courses at Ministry of Defense Language Institute (from Sep. 2008 till Feb. 2009).
- : Create and administration lending portfolio to capacity Foundation at Al-Almal organization development small projects (Jul. 2009).
- : Accounting Diploma at KiT (Kseibi Information Technology) (Aug./Sep. 2009):
 - Introduction to accounting.
 - MS Excel for Accounting.
 - MS Excel for (Salaries, Purchases, Sales).
 - MS Excel for (Warehouses, customers' Accounts Receivable, Creditors Accounts Payable).
 - MS Excel for (Trail Balance, American Journal).
 - MS Access 2007 for Accounting.
 - MS Outlook + E-commerce.
 - ARM (Account relations management).
- : Professional Accounting Diploma at Kit (Kseibi Information Technology) (from Sep. 2009 till Jan. 2010):
 - Purchases.
 - Sales.
 - Warehouses.
 - Banking.
 - General Accounts.

CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Jun. 2015 till now
Employer : Xerox Egypt
Job title : System Administrator (Team Leader) (Printing Center)
- Dates** : From Oct. 2012 till Jun. 2015
Employer : Xerox Egypt
Job title : IDMS Team Leader (Imaging & Document Management Service) (Digital Archiving)
- Dates** : From Mar. 2012 till now (part time) (2H – 2D)
Employer : Civil Society Organization
 (Economic & Social Development Association for Early Retirement)
Job title : Technical Support Specialist & Administrative Assistant
 (HR Pay Roll Specialist)
- Dates** : From Nov. 2009 till Dec. 2011
Employer : United Co. for marketing & cars (Toyota El Obour)
Job title : Sales, Aftersales, Customer Care, Pay Roll & Bill Collector
- Dates** : From Apr. 2007 till Jun. 2008
Employer : Egyptian Army
Project : Military Service