**826404 Gulfjobseeker.com CV No:**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

To contact this candidate use this link

<http://www.gulfjobseeker.com/feedback/contactjs.php>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Career Objective :***

Pursuing a challenging career opportunity in Privilege Organization. where my academic background and practical experience achieve mutual benefits.

***Personal Data:***

*Date of Birth* : 18th November, 1964

*Nationality* : Egyptian

***Academic Degree :***

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **University** | **Degree** | **Topic** |
| 1990 – 1994 | Cairo University | Master | Evaluating the effectiveness of the Housing organization in Egypt, financial performance , controlling process effectiveness and membership role. **(implementation sector Housing Co-operative Societies in Cairo)** |
| 1981 to 1985 | Sadat Academy | Bsc | Business Administration – **Major Computer and Information System** |

***Academic Studies :***

* ***2006-2007 – Sadat Academy - one year as preparation for PHD, studied course :***

Managing in Information Age Advertising, Branding and Culture

International Finance Sustainable Enterprise

Strategic Alliance International business

 ***Training:***

* ***2004 - Navara University –Spain - ISEA Business School – 3 months -Executive Development Program***

The program structure is unique combination of four modules . Each module introduced two to three business concepts (Finance – Strategic Management – Operations management – IT management – Marketing – Economics – Product Development)

* ***"Networks Administration track courses", 9/2003 – 1/2005***

Net works Administration.

Microsoft Network and Operating System essentials.

Implementing Microsoft Windows 2000 Professional & Server.

Implementing & Administrating Microsoft Windows 2000 Directory Services.

Designing a Microsoft Windows 2000 Directory Services Infrastructure.

* ***ICDL Course and certificate 2002.***

***Professional experience***

***Period***  : ***From 2010 up to Now***

***Company*  : Al Rahmah Home Nursing Services**

***Position* : Admin& Financial Manager**

***Responsibilities* :**

* Responsible for the organization and follow up of administrative duties assigned by the CEO (Chief Executive Officer).
* Responsible for the overall performance of the Admin and Financial tasks in the company, distribution and the administration of all Admin and Financial tasks, the follow up of the functioning as well as the quality assurance of the outputs.

***Period***  : ***From 2006 up to 2008***

***Company*  : AlWatania Holding Co. for Investment and Development**

***Position* : Office Manager**

***Responsibilities* :**

* Responsible for the organization and follow up of administrative duties assigned by the CEO (Chief Executive Officer).
* Responsible for the overall performance of the IT tasks in the company, distribution and the administration of all IT tasks, the follow up of the functioning as well as the quality assurance of the outputs.

***Period***  : ***From 2004 up to 2006***

***Company*  : Ministry of Manpower and Immigration**

***Position* : Administrator - Systems Development Department**

***Responsibilities* :**

* Responsible for the overall performance of the department, the distribution and the management of all tasks, the follow up of the functioning as well as the quality assurance of the outputs..

***Period***  : ***From 1996 up to 2003***

***Company*  : Ministry of Education – Kuwait**

***Position* : Computer Trainer**

***Responsibilities* :**

* Lecturing IT in High Applied Institute.
* Teaching Computer ICDL Course in high schools.
* Preparing IT training courses for teachers.
* Participate in process of developing programs of Kuwaiti teachers
* Designing and supervising the implementation of several educational applications and modules.

***Period***  : ***From 1989 up to 1996***

***Company*  : Ministry of Manpower and Immigration**

***Position* : Information System Specialist**

***Responsibilities* :**

* Responsible for gathering, analyzing and reporting employment data concerning Egyptian Manpower.
* Participate in developing Egyptian Manpower Data Base.

***Period***  : ***From 1987 up to 1989***

***Company*  : United System Co.**

***Position* : Customer Support**

***Responsibilities:***

* Customer support specialist.

***Language and Computer Skills.***

* English, very good reading, speaking and writing – TOEFL (Score 567).
* Excellent computer Skills.