**Gulfjobseeker.com CV No:** **940764**

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

To contact this candidate use this link

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

**OBJECTIVE**

Academic distinction is a sign that says a lot of positive personality traits such as Demonstrated Leadership, Audience Inspiration, Excellent Verbal and Written Communication Skills, Attention to Details, Strong Presence, and Quick Learning. Also, I hold a massive Business and IT experience. Therefore, I am a qualified Trainer at both disciplines. Moreover, I can handle administrative and managerial positions such as IT support, Accounting, and account manager. And, I do believe that people with such qualities do not appear too often in the market. Therefore, I do believe that I am a perfect candidate and a fruitful investment to your reputable organization

**PROFESSIONAL EXPERIENCE**

**Business Development Manager**
**AL HASHEMIAH CONTRACTING COMPANY – AL MANSURAH, EGYPT** 1 Year and 8 Months (February 2011: October 2012)

**TOEFL iBT, TOEFL ITP, GMAT, IT, and Soft Skills Trainer**
**HARVEST TRAINING AND EXAMINATION – AL MASNURAH, EGYPT**1 Year (July 2011: July 2012)

**E-Learning Program Officer – Management Information Systems****DELTA HIGHER INSTITUTE FOR COMPUTER SCIENCES – AL MANSURAH, EGYPT**3 Years (May 2008: May 2011)

**Teaching Assistant – University Level – Business Administration And MIS**
**DELTA HIGHER INSTITUTE FOR COMPUTER SCIENCES – AL MANSURAH, EGYPT**5 Years (February 2006: May 2011)
Position earned for Academic Excellence and Undergraduate Achievement

* Preparing and delivering tutorial and lab sessions of undergraduate courses for Business Administration and Management Information Systems (MIS) majors.

“Microeconomics, Macroeconomics, Production Management, Mathematics of Finance, Marketing Management, Purchasing and Inventory Management, Human Resources Management, Sales Management, Managerial Accounting, Management of Financial Institutions, Cost Accounting, Tax Accounting, Project Feasibility Studies, Principles of Mathematics, Statistics and Operation Research, Visual Basic, Object Oriented Programming, Database I and II, System Analysis and Design, Networks and Information Security, Internet and Multimedia, and Decision Support Systems (DSS)”.

* Preparing assignments and term projects requirements.
* Preparing and conducting laboratory examinations and tutorial quizzes.
* Co-supervising graduation projects.
* Finally, I tend to adopt a participatory teaching style and group discussions rather than the passive methods.

**EDUCATION**

**BSc Bachelor’s Degree In Management Information Systems MIS – Business Administration Department
DELTA HIGHER INSTITUTE FOR COMPUTER SCIENCES – ENGLISH SECTION – 2005**GPA=3.768 Grade = Excellent with Honor with Highest Praise with a Ratio of 94.2%.
Ranked The Second at the Top of the class of 222 studentsGraduation Project Grade= Excellent

**CERTIFICATES AND QUALIFICATIONS**

**TOEFL iBT and TOEFL ITP** *EDUCATIONAL TESTING SERVICE ETS – USA* **TOEFL iBT CERTIFICATE [iBT SCORE= 102]
TOEFL ITP CERTIFICATE [ITP SCORE= 600]**

**Computer and Information Technology** *IBM – EGYPT BRANCH* **IBM CERTIFIED WEB DEVELOPMENT DIPLOMA
IBM CERTIFIED SQL SERVER 2000 IMPLEMENTATION
IBM CERTIFIED ADOBE PHOTOSHOP FUNDAMENTALS**

**BTEC EDEXCEL Implementation and Assignment Writing** *PEARSON EDUCATION – UK* **LEVEL 7 STRATEGIC MANAGEMENT AND LEADERSHIP
LEVEL 5 BUSINESS (HND) HIGHER NATIONAL DIPLOMA
LEVEL 5 COMPUTING AND SYSTEMS DEVELOPMENT (HND) HIGHER NATIONAL DIPLOMA**

**Self Improvement
NEURO LINGUISTIC PROGRAMMING DIPLOMA** *CANADIAN CENTER OF NLP – CANADA* **POWER GENERATION COURSE (COMBUSTION TURBINE, HRSG, STEAM TURBINE)\*
WATER TREATMENT COURSE (REVERSE OSMOSIS, ION EXCHANGE, CLARIFICATION)\****\* SELF-STUDY COURSES*

**LINGUAL SKILLS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LANGUAGES** | **LISTENING** | **READING** | **SPEAKING** | **WRITING** | **NOTES** |
| **ENGLISH** | Native | Native | Native | Native | *Born and Raised in London* |
| **ARABIC** | Native | Native | Native | Native | *Spent 20 years in Egypt* |

 **COMMUNICATION SKILLS**

**English and Arabic**

**- EXCELLENT VERBAL (ORAL OR SPOKEN) COMMUNICATION SKILLS
- EXCELLENT NON-VERBAL (EYE CONTACT AND GESTURES) COMMUNICATION SKILLS
- EXCELLENT BODY LANGUAGE
- PREPARING AND DELIVERING ORAL AND WRITTEN LECTURES AND PRESENTATIONS
- COMMUNICATING FLUENTLY WITH BUSINESS COWORKERS AND COLLEAGUES
- HANDLING BUSINESS FORMAL CORRESPONDENCE**

**COMPUTER SKILLS**

**Microsoft Excel
- BUSINESS-MODELING TOOLS LIKE WHAT-IF ANALYSIS AND GOAL SEEKING
- USING REGRESSION TO TRACK TRENDS AND MAKE FORECASTS
- BUILDING DISCOUNT FORMULAS CALCULATING PRESENT VALUE, PAYBACK PERIOD
- LOAN FORMULAS CALCULATING LOAN PAYMENT, AMORTIZATION SCHEDULE, and INEREST RATE
- INVESTMENT FORMULAS CALCULATING FUTURE VALUE, REGULAR DEPOSITS, and INTEREST RATE
- STATISTICAL FUNCTIONS CALCULATING AVERAGES, EXTREME VALUES, MEASURES OF VARIATION

Microsoft Word
- CREATING PROFESSIONAL DOCUMENTS IN TERMS OF FONT SIZE, FORMAT, COLOR, AND LAYOUT
- CREATING DOCUMENTS THAT FIT TO SERVE A VARIETY OF PURPOSES FROM ACADEMIC OBJECTIVES LIKE COURSES’ BOOKS, HANDOUTS, SUPPLEMENTS, AND SUMMARIES TO BUSINESS GOALS LIKE BUSINESS PLANS, MEMOS, REPORTS, FAXES, EMAILS, AND LETTERS.**
 **Microsoft PowerPoint**

**Microsoft Visual Basic 6.0**

**- CREATING FORMS AND GRAPHICAL UNSER INTERFACES, INTRINSIC CONTROLS, MANAGING VARIABLES AND PROCEDURES, CREATING LIBRARIES, CLASSES AND OBJECTS, EVENTS, POLYMORPHISM, INHERITANCE AND DATABASES
- DESIGNING THE USER INTERFACE [ADVANCED FORMS AND DIALOGS, ACTIVEX CONTROLS
- DATABASE PROGRAMMING [THE ADO OBJECT MODEL, THE CONNECTION OBJECT, THE FIELD OBJECT**
 **Database Administration and Programming – SQL Server**

**- DESIGNING DATABASE NORMALIZATION INTO NORMAL FORMS, ERD
- USING DATA DEFINITION LANGUAGE DDL
- WORKING WITH QUERIES
- MODIFICATION OF TABLES, USING PROCEDURES AND, CONCURRENCY CONTROL**

 **WEB DESIGN AND DEVELOPMENT – HTML, DREAMWEAVER, ASP, JAVASCRIPT, AND FLASH**

**CREATING WEBSITES THAT SERVE VARIETY OF PURPOSES LIKE INFORMATIVE WEBSITES, FORM BASED, ELEARNING, STATIC, AND DYNAMIC WEBSITES**