Ahmed

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| **Objective** | To get a challenging Librarian position in leading organization  To become a successful personality in the corporate world and give my hundred percent for the success of the organization  ***.*** |
| **Education** | * Bachelor of Libraries & Information Science * Faculty of Arts --- Tanta university ( Egypt ) – May 2001 |
| **Professional Experience** | * **Authority - Feb 2013 to Present**     **Duties & Responsibilities :**  • Ordering new materials  • Processing new library materials  • Copy cataloguing of library materials  • Staffing the reference desk & answering reference enquiries  • Staffing the circulation desk  • Providing library instruction as required  • Faculty materials processing and documentation  • Ensuring an atmosphere conducive to study is maintained  • Explaining and enforcing library rules and policies  • Providing technical and clerical support for serials and faculty materials  • Recording statistics and preparing statistical reports  • Responsible for opening and closing the library as required   * **Emirates College of Technology (Abu Dhabi ) Feb, 2010 to Feb 2013**   **Duties & Responsibilities :**  • Technical processing of the library’s informational material including skills such as cataloging, classification according to Library of Congress  • Classification according to the latest edition of the Dewey Decimal Classification Scheme and Library of Congress.  • Providing Current awareness and Reference Services to the users.  • Providing Circulation Services to the Users.  • Monitoring, tracking and recording the use of library equipment including books, periodicals, computers, audio-visual equipment and others.  • Taking full responsibility of the shelving process of all library materials.  • Develop and implements reading initiative to motivate and engage each student independent reading.  • Providing Professional development to teachers to investigate how technology and information skills can support curriculum and instruction   * **Al-Jaber company (April 2006 – Feb 2010)**     **Duties & Responsibilities :**  Checking quality of documents. • Monitoring processes.  • Producing listings. • Setting up project filling systems.   * Receiving and distributing all documents. Preparation transmittal sheets for Inspection Requests, Material and Filing etc. * To ensure compliance with quality assurance requirements at all time. |
| **Previous experiences** | * Assistant Librarian in Tanta Culture Palace from June2001 To January 2002 * Librarian in Tanta culture Palace from February2002 To March 2004 * Librarian in Maaneya Primary School from July 2004 To April 2006 * Private company in Abu Dhabi from May2006 |
| **Training courses** | * Academic IELTS Certificate ( U A E University – April 2010) * Teacher license from Abu Dhabi education zone in librarianship Dept. * Equivalent certificate from the Ministry of Higher Education, United Arab Emirates . * Arabic Union Catalogue Membership/Role: Member – 2010 |
| **Skills** | |  |  |  |  | | --- | --- | --- | --- | | **Skills** | **Level** | **Experience** | **Last use** | | Computer skills | Intermediate | + 10 years | 1 month or less | | Teamwork | Expert | + 10 years | 1 month or less | | Communication | Expert | + 10 years | 1 month or less | | Problem solving | Expert | + 10 years | 1 month or less | | Technical skills | Expert | + 10 years | 1 month or less | |
| **UAE / DL** | Holding U A E Driving License Place of Issue: **Abu Dhabi – Oct 2010** |
| **Languages** | English : Academic IELTS Certificate ( U A E University – April 2010 )  Arabic : Native language |
| **Personal information** | * Birth Date: 12 / 3 / 1980 * Nationality: Egyptian * Visa Status: Employment (Transferable) * Easy going person with good attitude when dealing with others * Dealing with work pressure professionally * Delivering Results and meeting customer expectations |
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