Mohamed

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**Objective**

***Suitable job that meet with myexperiencesand SkillsinHR "Learning and development"&Awareness***

***Marketing & Customer services***

**General Skills**

|  |  |
| --- | --- |
| Excellent communication and Negotiation skills | Excellent presentation skills. |
| Managerial and administrations Skills | Develop policies and strategies in marketing and training |
| Good making decisions . | Excellent Experiences customer services for many years |
| Good Experirnces in Sales Representative & Marketing | Preparing budgets for training plans. |
| Good managing and developing trainers, administrators | Preparing budgets for advertising and awareness campaigns |

**PersonalInformations**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Nationality*** | **Egyptian** | ***Date of Birth :*** | **26/11/1972** |
| ***Marital Status*** | **Married *+2*** | ***Foreign Language:*** | **English” Very Good** |
| ***Driving license*** | **Egypt** | ***Visa Status :*** | **Visit visa Exp. 17-6-2017** |

**Qualification**

**B.A. of Mass Media – Public Relations, Grade “Good”1996**

**Computer Skills**

***Software applications MS Office 2013*& Operating Systems: MS windows 7& windows 8**

**Volunteer works**

**Manager of Public Relations“*Arab Youth club*”** and Representative for Egyptian Youths at Sana’a -Yemen

**Work Experience**

# *Dec. 2013 – February 2017 :*

Working as **Manager of Department of Environmental Information and Awareness and Training**at the **Prime Minister of the Ministry of Egyptian Environmental Agency Affairs (EEAA)** regional branch of the central level, Assuit Egypt, my functions were as follows:

Coordination, preparation and implementation of all training activities, starting from identifying the needs and training programs, developing the general and detailed annual plan, and periodically monitoring and evaluation

Coordinating with the Mass Media to cover all activities of the branch and the management of information and training, including environmental disasters

Building and opening new business relationships with customers from the public and partners from relevant ministries and the media to carry out environmental awareness and social marketing activities to change bad social habits and behaviors that harm the environment

# *Jan. 2005 Nov. 2013*

Working as***Training officer at the Department of Environmental Information and Awareness and Training*** of the **Ministry of Egyptian Environmental Agency Affairs** (EEAA) Assuit branch - Egypt, my functions was follows:

Coordination, preparation and implementation of the annual training plan for the employees of the regional branch through the development of forms for identifying needs, centers and training institutes or implementing them in cooperation with the central management of the EEAA in Cairo and Determining the budget and developing evaluation forms for training programs and trainees

# *Jan. 2001 – Dec. 2004*

Working as ***Specialist environmental awareness at Dpt. environmental Information and awareness and training* Ministry of Egyptian Environmental Agency Affairs (EEAA)** Assuit branch- Egypt, my functions was follows:

* Representative ofJICA(Japanese grant) atAssuit branchEEAAfor environmental awareness, safety and

Occupational healthIndustrial Projects Co.in Assuit

* Preparation the articlesofscientificseminars, posters, brochures,leaflets environmental awareness.
* Preparation andimplementation thesurveysof environmental awareness.
* CoordinationwithNGOs andcivil society organizations andnon-governmental organizations.
* Implementation ofawareness lecturesand workshopsin the field ofvarious environmental issues

# *Jan 1997 – Oct. 1998*

Working ***as Public Relations & Publicity officer for Eastern Trade Directory “ Sana’a - Yemen”*** This Egyptian organization works in Adv. Press since 1956, it’s releasing this Directory for many activities in the investment, trading and economic, and this directory distribute on more than sixty Country and forty thousand Participate around the world,

**During this period my responsibility was as shown:**

* + - * + Annexation of new customer.
        + Designs preparing the adv. for new and previously customers.
        + Preparing and signing the contracts with participants.
        + Collecting fee from the participants.
        + Support the trading relations between our customers in other states

**Training courses and workshops**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Location** | **Name of Program** | **NO.** |
| **29 Mar. 1997** | **Sana’a** | **English courseAMIDEAST** | 1 |
| **3-6/12/2005** | **EEAA-Cairo** | **Workshoppreparingenvironmental awareness campaigns** | 2 |
| **1 Jan/23/Feb 2006** | **ASSUIT** | **2English language coursesat the American Univ.** | 3 |
| **20/JUN 2006** | **ASSUIT** | **1English language courseat the American Univ.** | 4 |
| **19-22/3/2007** | **EEAA-Cairo** | **Presentation Skills** | 5 |
| **16-19/4/2007** | **EEAA-Cairo** | **Communication SkillsManagement** | 6 |
| **4-6/6/2007** | **Arab Company for development ofmanagement systems** | **Training of Trainers** | 7 |
| **12-14/10/2015** | [**Hanns-Seidel-Stiftung**](http://www.google.com.eg/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0CCAQFjAAahUKEwixg6LG2t_IAhVJXBoKHeGHBWQ&url=http%3A%2F%2Fwww.hss.de%2Fegypt%2Far%2Ffoundation%2Fhistory.html&usg=AFQjCNEbpB_fCas9IaEX3UBniSVVPdk8XQ&bvm=bv.105841590,d.d2s) | **Sustainable development in the field of green** | 8 |
| **18-23/3/2016** | **Sharm el-Sheikh training center EEAA** | **Raise the efficiency of workers in the field of media and awareness campaigns** | 9 |