

**MENNAT**

**MENNAT.361976@2freemail.com**

**SUMMERY**

A creative and inspirational tutor who believes in people and there endless capabilities and enjoys to listen, motivate and mentoringpeople to fulfill their personal goals,

Excellent command of using computer applications especially MS office package& (oracle)

Excellent language skills, soft skills

**PERSONAL INFORMATION**

* Marital status : Married.
* Nationality : Egyptian.
* Date of Birth : 01 Aug 1990.

**EDUCATION**

**Mansoura University**

2007 to 2011

Bachelor arts department of english, English Language and Literature/Letters- Grade: Pass.

**STUDIES**

**Mansoura University**

2013 to 2014

Educational Diploma English Language

**PERSONAL VALUES**

* Initiative and problem solving.
* Excellent Leadership.
* Communication and presentation skills.
* Ability to work individually and as a co-operative team.
* Self-motivated, dependable and good oriented.
* Fast learner person.

**PROFESSIONAL EXPERIENCE**

**The Arab Academy for training**

**The Arab Academy for training, a certified ICDL Training and Testing Center, English, accounting and human development. All courses are equipped in the practical application of the trainee coefficient, it gives the trainee approved and certified by the foreign Certificate.**

**January 2011 – Present (Full time / Part time)**

**English and HR Instructor**

* Help your students understand English, speak it and be able to write and read it, Preparation of course work,
Planning of classes and marking of work handed in,arrange any extracurricular activities and set targets for your pupils.
Responsible for the safety of pupils during your lessons
Advising student on career issues organizing and delivering classroom lectures to students.
* Evaluating a students' class work and assignments
* Preparing classroom and coursework materials homework assignments, and handouts
* Recording and maintain accurate student attendance records and grades.
* Classroom management, Developing English lesson plans in line with the National Curriculum. Maintaining discipline in the classroom.Creating a vibrant teaching atmosphere

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**Egyptian association fianancail (EAF)**

**A leading organization in the field of lending and financing small projects**

**March 2014 – May 2015**

**Contracts and affairs administrative**

* Drafting, reviewing and documenting contracts and follow-up with customers
* Prepares, completes, distributes and ensures the follow-up of forms and files relating to staff appointments, contracts, reimbursements and payments.
* Opens and updates personnel files relating to appointments, salaries, terminations and tracking of vacations and absences. Makes calculations. Determines and implements changes. Liaises with departments and employees and provides explanations on accounting and appointment matters.
* Instructs staff in performance of work concerning administrative operations.
* Uses word and data processing software. Updates computerized applications and participates in their development.
* Explaining human resources policies, procedures, laws, and standards to new and existing employees
* Ensuring new hire paperwork is completed and processed after interviewing them.
* Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc.
* Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks

**Human development & training expert’s syndicates**

**Syndicates message**

**To provide support and assistance to institutions and individuals to reach the desired results and achieve goals, through the provision of training programs in an upscale, professional and in a timely manner and in accordance with the needs, and the best level of quality and credibility.**

**Nov 2014 till Jun 2016**

**Lecturer in Human Development and Human Resources**

* delivering lectures, seminars and tutorials
* developing and implementing new methods of teaching to reflect changes in research
* designing, preparing and developing teaching materials;
* assessing students' coursework;
* setting and marking examinations;
* supporting students through a pastoral or advisory role;
* undertaking personal research projects and actively contributing to the institution's research profile;
* writing up research and preparing it for publication;
* supervising students' research activities;
* managing and supervising staff - at a senior level this may include the role of head of department;
* representing the institution at professional conferences and seminars, and contributing to these as necessary

**TRAINING COURSES**

* **TEFL** teaching English as a foreign language from 15 to 27 Jan 2011 **Mansoura University**
* **ICDL** international computer driving license finished 25 Mar 2012 **Mansoura University**
* **Human Development course** from 6 Mar 2013 to 18 Apr 2013**ATA Academy**
* **AutoCAD** from 1 Sep 2013 to 16 Sep 2013 **KNOWLEDGE VILLAGE**
* **HUMAN DEVELOPMENT & HUMAN RESOURCES** 31 May to 10 Jul 2014 **ATA Academy**
* **CERTIFIED TRAINER 25 Oct to 4 Nov 2014**
* **Human development & training experts syndicates**

**Language Skills**

* Arabic : Mother tongue
* English : Fluent.

**Computer Skills**

* Very good command of using Microsoft operating systems, Internet & Microsoft office.
* Good command of using ORACLE System (WMS).