**Lecturer**

Abdelrahman

[Abdelrahman.365396@2freemail.com](mailto:Abdelrahman.365396@2freemail.com)

MIS specialist, gained theoretical experience in MIS through studies, and working as instructor, gained practical experience in MIS field Eager to use educational background and organizational skills to bring the institution into the twenty-first century using a unique combination of experience in education, information systems and online environment with the skills needed for development and enhancement.

Willing to relocate: Anywhere

WORK EXPERIENCE

**Lecturer**

University of Creative Sciences - 2015 to 2015

Fujairah, UAE.

**MIS Analyst**

Information Systems Department - 2011 to 2014

at Arab Bank Egypt,

Develop an up to date MIS reporting, statistical reports, training and support the Arab Bank Egypt and Jordan, also Central Bank of Egypt and Jordan in the smooth functioning of making best decisions.

My role involves:

Technical

* Training the Arab Bank Staff members on how to use modern technology to facilitate the daily work
* Extract data from the banking transactional system and convert into relevant management information for the decision makers in the bank
* Integrate other data that is collected from IT department
* Develop reporting and analytical tools to improve the efficiency and effectiveness of monitoring business performance
* Data analysis to develop, design and modify reports requested by internal and external users to facilitate their work
* Analyze clients business requirements, develop and implement MIS solutions
* Perform checks on outputs of team and ensure smooth running of operations
* Propose technical adaptations to the reporting systems in view of changing requirements and make proposals for continuous improvement
* Manage all new internal reporting requests, translate the requests into high level specifications

and then manage through to delivery

* Participate in MIS projects to improve MIS processes where required Reporting
* Produce the periodical management review reports to facilitate business reviews
* Produce accurate, relevant and timely ad hoc reports for the decision makers in the bank using reporting tools
* Review financial reports prepared by controllership unit and assist in managing the process of conversion of the financial reports into management reports
* Liaise across business to understand internal stakeholders needs and provide solutions
* Develop detailed analytics using Trend analysis or Variance analysis versus plan

- Monitor and evaluate the actual performance versus the plan. Report out the variance analysis with key insights

**Lecturer**

MIS department at Modern Academy - 2006 to 2011

for science and management technology.

Excellent knowledge of educational philosophy and methods that provide a student centered and positive environment. Excellent Research Skills.

My role involves: In management:

* Participated in managerial work related to MIS department
* Prepare reports and courses conclusions
* develop course contents
* Constructing and grading student assessments, and preparing examinations
* Keeping students records
* Participated in accreditation purposes

In teaching:

* Database management system
* System analysis and design
* E-learning related subjects
* Web design applications
* Multimedia applications
* Office automation systems
* ICDL
* Supervising graduation projects
* Continuously maintaining and improving the quality of the courses being taught
* Selecting core textbooks
* Preparing course syllabus and teaching materials
* Prepare presentations for dynamic teaching
* Planning in class team activities and assignments
* Assist in the academic managerial work

EDUCATION

**PhD Department of Information System, faculty of computer science and information technology in Information systems, Intelligent work place learning and employee’s performance (“In progress.”)**

University of Malaya - Kuala lumpur

February 2017 to December 2019

**Master Degree in Information Systems in Technology and Maritime**

Arab Academy for Science

2007 to 2013

**Bachelor of Management Information Systems in English section**

Modern Academy for Science and Management Technology

2001 to 2005

ADDITIONAL INFORMATION

Skills profile: - Flash, Dream weaver CS5

* Basic knowledge in HTML, Java Script
* Microsoft windows administration, concepts
* Database analysis & Design and implementation
* ORACLE 9i DBA.
* Linux basics.
* MS Office support,
* MS-Project Management.
* Expert System Builder software,
* SPSS for statistics.

Personal skills: ✓ Good communication skills

* Self-motivated, organized and capable of working under pressure.
* Team player, trustworthy, organized
* Have a genuine interest to learn new skills
* challenges and modern technologies are attractive to me
* Ability to achieve accuracy and timelines for complete satisfaction.
* Relationship builder with the flexibility and finesse to "manage by influence"
* Highly collaborative style; work with all essential groups, including staff and participants.

Language: - Arabic: is a mother tongue

- English: my second language (Very Good written & spoken)