Ahmed

Ahmed.235561@2freemail.com

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| **Objective** | To get a challenging Librarian position in leading organizationTo 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
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| **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.
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| **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
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| **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
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| **Skills** |

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| **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 |

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| **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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