

# Resumé

## Dr. AHMED SAEED ELSHENAWY

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### Current Occupation

- Deputy CEO of University Center for Career development, Alamein International University.
- Management development coach and Lecturer at the Ports Training Institute, Arab Academy of Sciences, technology and Maritime transport.
- Certified translator of the Egyptian Association of Translators.
- Administrative consultant and member of the Arab Institute for strategic studies.

### Professional Summary

My work experience boils down for example, but not limited in the following areas:

#### 1. Administrative field and Teaching.

- a) Top Management.
- b) Training Administration.
- c) Teaching strategic planning and Strategic management.
- d) Administrative development.
- e) Institutional planning - Training planning.
- f) Business development.
- g) External Relations and Public Relations.
- h) Conferences and ceremonies.
- i) Crises Management.

#### 2. Translation and Teaching English as a second Language.

- a) Teaching General English According to the American standards.
- b) Teaching TOEFL.
- c) English for specific purpose (ESP).
- d) simultaneous and consecutive interpretation EN-AR and vice versa.
- e) Conversation trainer.
- f) United Nation Translator for UN Joint Special Rep AND peace keeping Ops.

#### 3. Security Patrol, security commander, Chief Security Officer (CSO) during active service in the Army.

- a) Plan, and implement security plans, policies, and programs.
- b) Support security design and operations for facilities.
- c) Execute wide-ranging site security valuations.
- d) Line up security goals, and strategies to support overall mission.
- e) Enhance performance and develop individual, and team performance.
- f) Set up cooperative relations with interior and exterior partners.
- g) Awarded UN medal in peace keeping Ops.

## Core Competencies and Skills

I have the following leadership competencies in many different areas to effectively influence the behaviors of others as:

- Strong problem solving and critical thinking skills.
- skilled in written and verbal communication to communicate effectively and manage employees with diverse populations.
- Ability to develop and maintain effective working relationships.  
Build relationships with distributors, agents, and large B2B  
Organize and manage activities to generate leads.
- Training & Development
- Team Building and Team Management  
Collaborate with internal team to ensure smooth onboarding and fulfillment.
- Performance Management  
Improve efficiencies by constantly exploring process & improvement opportunities.  
Research and identify high-potential export markets
- Coaching and helping others build on their strengths and improve weaknesses.  
Focus on corporate customers who can generate more revenue

## Education / Qualifications

<b>Doctorate in Business Admin.</b> Lean Six-Sigma	<b>Arab Academy for Science, Technology &amp; Maritime Transport</b>	<b>2025</b>	<b>EG</b>
<b>Managerial consultant course in Business</b>	<b>Arab Center for Administrative Development and Strategic Studies</b>	<b>2019</b>	<b>EG</b>
<b>Diploma in Leadership</b>	<b>Business Research and Statistics Center, Faculty of Commerce, Ain Shams University</b>	<b>2019</b>	<b>EG</b>
<b>MBA</b>	<b>Arab Academy for Science, Technology &amp; Maritime Transport</b>	<b>2018</b>	<b>EG</b>
<b>Pre Master in English Linguistics</b>	<b>Faculty of Arts</b>	<b>2017</b>	<b>EG</b>
<b>BA in English Linguistics</b>	<b>Faculty of Arts</b>	<b>2016</b>	<b>EG</b>
<b>ICDL</b>	<b>Certificate</b>	<b>2012</b>	<b>EG</b>
<b>J2 Information officer</b>	<b>Field Training Course</b>	<b>2012</b>	<b>UN</b>
<b>Humanitarian Liaison Officer</b>	<b>Field Training Course</b>	<b>2012</b>	<b>UN</b>
<b>Child rights and child protection</b>	<b>Field Training Course</b>	<b>2011</b>	<b>UN</b>
<b>Advanced Diploma in American Language Instructors' Course</b>	<b>Defense Language Institute, Texas</b>	<b>2007</b>	<b>USA</b>
<b>Basic Diploma in American Language Instructors'</b>	<b>Defense Language Institute, Texas</b>	<b>2001</b>	<b>USA</b>
<b>BS in Military Science</b>	<b>Military Academy</b>	<b>1998</b>	<b>EG</b>

## **Achievements:**

- Certified for all the courses, and qualifications for the above-mentioned courses and jobs.
- Hold certificates of appreciation from the various units of the armed forces.
- Hold certificates of appreciation from various Countries in the Bright Star Maneuvers.
- Hold certificates of completion of postgraduate studies from the United States of America.
- Hold certificates of completion of postgraduate studies from the Arab Academy.
- Hold certificates of completion of postgraduate studies from the Faculty of Arts.
- Certificate of honor from the United Nations.
- Received a shield of appreciation from the representative of the Secretary-General of the Peacekeeping Forces.
- ICDL Computer Proficiency Certificate
- Hold an experience certificate from the Egyptian Armed Forces.
- Certificate of Experience from the Ministry of Defense Language Institute.
- Certificate of Experience from the Ports Training Institute.

## **Conferences and Workshops**

- Attending the preparation conferences of the Bright Star Maneuvers as a translator with Multinational armies. (BS2004/BS2006/BS2008).
- Attending the Operation conferences of the for Bright Star as a translator with Multinational forces. (BS2005/BS2007/BS2009)
- Attending the International Maritime Transport Logistics Conference (MARLOG 8), held annually under the auspices of the Arab Academy for Science, Technology and Maritime Transport, and organized by the Ports Training Institute, as an international cooperation coordinator.
- Attending the International Maritime Transport Logistics Conference (MARLOG 9), held annually under the auspices of the Arab Academy for Science, Technology and Maritime Transport and organized by the Ports Training Institute, as a translator.
- Workshop: Corporate Governance and Sustainable Development.
- Workshop: Developing the teaching kit.
- First University Job Forum (Head of the Organizing Committee), Alamein International University.

## Work Experience

**2024 Till now: Deputy CEO of University Center of Career development,  
Alamein International University. EGYPT**

### Managerial Responsibilities:

- Identify and develop partnerships.
- Conduct outreach to academic and vocational training institutions; identify appropriate job matching/training opportunities for clients; maintain understanding of local job market and opportunities to assist in providing guidance to Students.
- Assist in the creation of career development training materials and resources for Students.
- Coordinate and lead career services workshop programming, including outreach, implementation, and evaluation of the workshops.
- Support Career Development Specialist to integrate and strengthen career-building goal setting into their coaching practices with Students.

### Achievement:

- Successfully conducted the first job forum for the university without reach of 15 company participated and 150 job opportunity for Students.
- Set up an effective action plan for the year 2025 with 20% increasing of workshops and courses and 15% increasing of total qualified students

**April, 2021. ABU DHABI Maritime, Department of municipalities and transport, UAE.**

### Responsibilities:

- Handle a translation from English for specific purposes references to Arabic in the field of maritime.
- A translation of 800 papers in the maritime field.
- Translation of maritime specific terms.

**Sep, 2019- Oct, 2019. EOS Advanced Technology, Abu Dhabi, UAE.**

### Responsibilities:

I was delegated as an English – Arabic interpreter for specific purposes:

- Translating more than 600 papers for English SOP.
- Translating hi tech curriculums (Optronics –Self-controlled equipment)
- Translating military Jargons.

## **Jan 2019-2022: Port Training Institute, Arab Academy for Science, Technology & Maritime Transport**

### **1. Coordinator of international**

#### **Responsibilities:**

- Manage, under the supervision of the Dean of Port training Institute the implementation of budget support programs and of technical cooperation projects.
- Advise and support on the cooperation with competent authorities with EU Agencies, EU Institutions and International Organizations and other partners in the field of maritime transport, Management, Sustainability and renewable energy and green or smart ports issues.

#### **Achievements:**

- Build up work packages and cooperation plans and support the negotiations leading to agreements.
- Ensure timely delivery of results and outputs in all project activities and timely delivery of reports according to EU requirements.
- Coordination and the implementation of 4 Strategic EU funded projects/initiatives in close cooperation with the funding EU-Institution, relevant stakeholders and potential beneficiaries.

### **2. Strategic management and soft skills trainer.**

#### **1. Responsibilities:**

- Teach Conversation Course and English for Specific purpose (ESP)
- Teach business English and vocational English.
- Monitor and evaluate training program's effectiveness and success.
- Stay abreast of the new trends and tools in employees training and development.

#### **2. Responsibilities:**

- Business Administration lecturer work as teaching staff for employees in the maritime to
- Utilize not only their academic but also their professional connections and experience
- Teach specific courses and, to varying degrees, participate in the governance of the department in which they have been hired.
- Conduct courses, seminars, and lectures in the administrative aspects of vocational education and training, including committee and advising work.

## 2016- 2019, Military Researches Authority, Manager of translation Section.

### Responsibilities:

- Organize translation and related activities of the Section to ensure prompt
- Supervise, monitored and evaluated the performance of all staff in the Section.
- Oversee the day-to-day and long-term planning of work in the light of workload projects.
- Liaise with other sections and units to ensure optimum coordination.
- Encourage the introduction and use of modern technologies.
- Enhance the efficiency of the documents' workflow.
- Act as final arbiter on matters of language and terminology.
- Escort the president of the Authority to any formal meetings and receptions.

## 2014- 2015, MODLI, Suez, Deputy Manager.

### Responsibilities:

- Ensure that all customers receive excellent customer service.
- Assess needs and priorities of workload to meet deadlines and requirements.

### Achievements:

- Planned related tasks as submissions processes, research and drafting of materials.
- Set up, manage and maintain systems for records and databases as required

## 2008- 2010, MODLI, Senior planning Officer.

### Responsibilities:

- Consider the program's cost within budgets.
- Monitor the progress of trainees through questionnaires and in class supervision.
- Evaluate training and development programs.
- Control budgets for security operations and monitor expenses
- Plan and coordinate security operations for specific events
- Coordinate staff when responding to emergencies and alarms
- Review reports on incidents and breaches

### Achievements:

- Identify, design and expand training needs within an organization.

### Languages:

Arabic as a mother tongue.

English fluently Reading, Speaking, Listening & Writing.

### References:

[www.dlielc.edu.com](http://www.dlielc.edu.com)

[www.modlialex.com](http://www.modlialex.com)

Dean of Ports Training Institute: Prof. Dr./ Alaa Morsi

The Arab Center for Administrative Development and Strategic Studies -

Dr. Salah Abdel Qader Mahmoud

ALL CERTIFICATES READY UPON REQUEST.

### Personal Information

Date of Birth

Nov, 1977

Marital Status

Married and have two children

Hobbies

Reading and playing squash