

# Abdelwahab Mohamed Abdelwahab

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**Objective:** Well-versed in managing communication, generating precise reports, maintaining accurate records, scheduling meetings, and controlling inventory. Offering solid communication, presentation, organization, and problem-solving skills.

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## Education:

2020: Special Diploma, Educational administration and education policies , Suez University.  
(B+ 3.248)

2019: Professional Diploma, School Administration , Suez University.  
(B 2.968)

2018: Bachelor of Education , Arabic department , Suez University .

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## Work Experience:

- **February 2024 – Present**  
**Administrative and training coordinator**  
**KSIU, UCCD, SOUTH SINAI**
  - Daily management of student assistants, reception and office-wide operations.
  - Manage logistics of training activities, functions.
  - Ensure that policies and procedures for trainings are being implemented.
  - Manage administrative and promotion functions of the operation.
  - Handle centre's image building and branding activities.
  - Accountable for the office's operational budget.
  - Organize events, functions, and workshops.
  - Provide general administrative support for other staff.
  - Create and maintain an efficient filing and record keeping system.
  - Designed and delivered PowerPoint presentations on essential soft skills to student groups, contributing to youth development and capacity-building initiatives.
  
- **JANUARY 2021 – JANUARY 2024**  
**Director – Office of the Legal Counsellor to the Governor**  
**General Office of South Sinai Governorate**
  - Oversaw the daily operations and administrative management of the Office of the Legal Counsellor to ensure efficiency and coordination across departments.
  - Facilitated communication between the Legal Counsellor and government departments, ensuring timely delivery and follow-up on legal directives and opinions.
  - Managed organizational workflows, legal correspondence, and scheduling for high-level legal consultations and meetings involving the Counsellor.
  - Coordinated the implementation of legal recommendations issued by the Legal Counsellor, ensuring compliance across the governorate's directorates.
  - Assisted in the preparation and organization of legal and administrative reports presented to the Governor, in alignment with strategic priorities.
  - Collaborated with legal teams and administrative units to support the review and processing of key contracts, tenders, and legal documents.
  - Maintained secure and accurate documentation systems for legal files, official opinions, and internal memoranda within the office.
  - Contributed to institutional efforts to enhance legal governance, transparency, and administrative reform within the Governorate.

- **July 2017 – December 2019**  
**H.R SPECIALIST**  
**LE ROYAL HOLIDAY RESORT - SHARM EL SHIEKH**
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- Ensured all employee records are maintained and updated with new hire information or changes in employment status.
  - Identified the company's hiring needs and managed the recruitment process to ensure it runs smoothly.
  - Tracked department budgets.
  - Responded to employees' queries and resolved issues in a timely and professional manner.
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### **COURSES & Certificates :**

- AlMentor certificate of Completion ' MASTER ORGANIZING BUSSINESS EVENTS ' - PART 1 .
  - AlMentor certificate of Completion ' DAY TO DAY ENGLISH ' .
  - AlMentor certificate of Completion ' THE 7 COMMUNICATION SINS ' .
  - AlMentor certificate of Completion ' CONFLICT MANAGEMENT SKILLS ' .
  - AlMentor certificate of Completion ' SOCIALIZING IN ENGLISH ' .
  - AlMentor certificate of Completion ' EFFECTIVE LEADERSHIP ' .
  - AlMentor certificate of Completion ' PROBLEM SOLVING ' .
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### **Computer Skills:**

- Proficient in Microsoft Word, Excel, and PowerPoint Legal Statement Analysis
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### **Language Skills:**

- English: Professional Working Proficiency (B2–C1)
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### **Hobbies/Interests:**

- Volleyball
- scuba diving
- spear fishing