

# **Afify Fathy Afify Elaydy**

Quesna- Menoufia- Egypt

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## **Eeducation**

Bachelor's degree in commerce- Computer and Information Technology Department- Ain Shams university

- Grade: good

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## **Practical Experience**

University Center for Career Development- Menoufia, 2019-2024

Admin

- Coordinating course schedules with the American University
- Welcoming students and explaining the center's courses and the center services
- Participate in developing the center's plan.
- Monitoring students' attendance from the beginning of the course until the end
- Follow up on the work inside the center in terms of cleaning work and expenses related to the center.

Menoufia University Hospitals- 2016- 2019

Systems Analysis and Design Specialist organization and management department.

- Responsible for a budget project between university hospitals and the Central Organization for Organization and Administration in Cairo.
- Collecting the necessary papers to install temporary workers.
- collaborate with departmental heads and employees to decide which system requirements to maintain.

College of Nursing, Banha University, 2013-2016.

certified public accountant

- Examined Financial Records
- prepare many types of financial documents, including tax returns, budget reports, and financial statements.
- proficiency in specialized software programs like Excel.

College of Computer and Information Technology, 2002-2005

Office Director of the College Vice Dean for Environmental Affairs.

- Coordinated appointments and delivered all office correspondence.
- Worked at the Public Service Center for Computers and Information from 2002 - 20012, coordinated all center courses.
- Contacted the university, colleges, and companies and making communications to expand the spread and knowledge of the center.
- approved by the UNESCO office in Cairo to attend the International Computer Driving License (ICDL) exams from 2006-2012.

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## VOLUNTEERING EXPERIENCE

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El Abrar Charity, 2006-2018

Volunteer

- Responsible for fundraising.
  - Good listening and problem solving.
  - Collaborate with the team to complete tasks.
  - Providing the necessary medicines for the unable patients.
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## Training courses

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Assistance for people with special needs, the International Labor Organization ,2019.

Advanced technologies in re-engineering work systems and simplifying procedures, Information Unit at Menoufia University, 2019.

Creative writing and drafting program for letters and reports, Information Unit at Menoufia University, 2019.

Modern management skills for supervisory level leaders, Information Unit at Menoufia University, 2019.

Developing workers' skills and the art of dealing with the public, Information Unit at Menoufia University, 2018.

Civil Service Law and its implementing regulations, Information Unit at Menoufia University, ,2018.

Speed reading - time management - mind maps, Information Unit at Menoufia University, 2013

International Computer Driving License (ICDL), 2006.

a general level English language course, Center for Commercial Studies and Research, Faculty of Commerce, Banha University, 2005.

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## Skills

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- Arabic language (Mother Language).
- English (Intermediate speaking and writing level).
- Computer: proficient in Microsoft Word, Power Point and Excel applications.