

Ahmed Mohamed AbdRabo

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Professional Experience

Jan 2007 to Present – Dean’s Secretary, Faculty of Agriculture at Cairo University

- Oversee and manage all administrative affairs within the Dean's office.
- Draft and compose official correspondence and letters.
- Schedule and coordinate the Dean’s appointments and meetings.
- Document faculty events through photography and videography, including producing and editing event-related videos.
- Manage and update the faculty’s social media channels with announcements and news.
- Design official announcements, including congratulations and holiday messages, on behalf of the Dean.
- Handle confidential documents and manage both internal and external correspondence.
- Organize and prepare for events related to the Dean’s office.
- Arrange and coordinate travel plans for the Dean.
- Administer office expenses and petty cash, including preparation of purchasing forms and processing payments.

October 2017 to Present – Freelancer Photographer at Memory Team

- Capture high-quality images for a variety of projects including events, portraits, products, and landscapes.
- Consult with clients to understand their vision, requirements, and preferences.
- Manage all aspects of the photography process, from planning and scheduling to shooting and post-production.
- Promote services through various channels, including social media and personal website, to attract and engage clients.
- Deliver final images in various formats as required, ensuring timely completion and client satisfaction.

Jan 2013 to Jan 2020 – Personnel Manager at Hammad Hospital

- Oversee recruitment and staffing of new employees.
- Ensure compliance, and stay updated on labor laws and regulations to ensure the organization adheres to legal requirements.
- Maintain personnel records, and keep accurate and confidential records of employee information, performance, and attendance.

Education

Bachelor's degree in Accounting
Cairo University, Faculty of Commerce

Graduated: 2012

Languages

English: Intermediate.

Skills

- **Advanced Administrative Skills:** Proficient in managing administrative tasks, scheduling, and office operations.
- **Basic Internet Marketing Knowledge:** Familiar with digital marketing concepts and strategies.
- **Proficient in Microsoft Office:** Skilled in Word, Excel, PowerPoint, and other Microsoft Office applications.
- **Photography:** Experienced in capturing, editing, and producing high-quality images for various projects.

Personal Information

Date of Birth: 3rd of November 1988

Nationality: Egypt

Marital Status: Married

Address: Masr Al Qadima, Cairo, Egypt