

Alaa Hossny Abdelmonem Ahmed

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Beni Suef, Egypt.

OBJECTIVE:

- Seeking a position as teaching assistant in economic that enables me to utilize my experience and education in this field
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EDUCATION:

- Master in Economic, Faculty of Politics and Economics, Beni Suef University, (In Progress)
 - Pre-Masters in Economic, Faculty of Politics and Economics, Beni Suef University, 2021
 - Bachelor of Economic and political science, Economic Major, Beni Seuf University- 2018, grade very good GBA:4.59/5
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EXPERIENCE:

- 2023- present **Administration and Training Coordinator** University Center for Career Development (UCCD) Technological university, Beni Suef
 - Training Coordination , Program Delivery, Administrative and Financial Tasks
 - Volunteers Management, Marketing and Outreach
 - 2019 **Director of the Dean's office** Technological university, Beni Suef
 - Organizing interviews, meetings, conferences and appointments
 - Coordinating communication between faculty members, the dean, and employees
 - Attending conferences and visits and writing important reports for the visit
 - Writing outgoing correspondence and receiving incoming correspondence
 - 2018-2019 **Marketing feasibility studies specialist**, Business Spike Company
 - Prepared marketing feasibility studies for various projects
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EXTRACURRICULAR ACTIVITIES:

- **2013-2021** Volunteer in Resala Organization
- **2018** Member of the Committee public Relation in Enactus NBS of Students.
- **April 2017** Trainer in (The Basic of Capital Market), faculty of economic and political science, Beni Suef University
- **May 2017** The preparatory program (Management of Securities in Banks Program), faculty of economic and political science, Beni Suef University
- **2016** Member in Stock Marketing Simulation (SMS)

- **2015** Training in Egyptian Agricultural Bank, Beni Suef
- **2014** Member in the model of parliament in Faculty Of economic and political science, Beni Suef University

SKILLS:

- Language: very good in English
 - Computer Skills: very good command of Microsoft office application
 - Creative, self-motivated, reliable and dynamic.
 - Hard and smart worker with the soul of competition.
 - Excellent communication and inter-personal skills.
 - Ability to learn, seek knowledge & self-development.
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CERTIFICATION:

- **2018** Course English in Business English – Pre-intermediate Level the Career Development Center sponsored by the American University.
- **2018** Course in Employment skills track, Aspire Training, Beni Suef University (UCCD CENTER).
- **2017** Training for Employment CBE, Beni Suef University.
- **2016** ICDL Course which include (word, excel, power point, Access, Windows), Information Center, Beni Suef University.
- **2015** Course Training of Trainer (TOT) In British council, Beni Suef