

# Amr Mohamed Ahmed Moustafa

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## Work Experience:

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### **From 9/2024 to present working in Creativa Hub Sohag with TIEC as (Project Manager on EDVentures Company):**

- Making the monthly work plan for the training
- Managing the team, distributing tasks and reviewing them
- Preparing monthly and annual reports
- Attending official meetings and forums
- Making visits and agreements to spread the culture of entrepreneurship and freelancing

### **From 4/2024 to 9/2024 working in UCCD Center affiliated with the American University as (a Recruitment officer):**

- Conducting meetings and interviews with businessmen
- Conducting recruitment events and forums
- Conducting roundtables in various fields
- Providing employment opportunities for graduates
- Providing training opportunities within companies for students
- Conducting market research with businessmen
- Conducting follow-up studies for graduates
- Designing questionnaires

### **From 11/2021 to 4/2024 working in UCCD Center affiliated with the American University as (IT specialist):**

- Solving IT issues for the center.
- Manage Facebook page.
- Responsible for training system.
- Designing posters and printing.
- Delivering training programs on career development.

**From 10/2021 to 6/2023 working in Creativa Hub Sohag with TIEC as (Public Relation on IHUB Ain Shams University):**

- Partnerships with university administrations and student activities.
- Organizing meetings and participations to educate the community about our activities.
- Provide and nominate appropriate trainers for training programs.
- Develop cooperation protocols with third parties.
- Providing buses and meals for activities.

**From 4/2018 to 3/2020 working for Global Knowledge and IBM as (instructor assistant of AI and Cloud computing):**

- Explained and distributed the practical tasks and corrected errors.
- Evaluated the trainees.
- Managed and organized attendance and absence.
- Ordered, received and distributed meals to the trainees.

**From 2/2014 to 4/2018 working in Sohag University Information Center as:**

- **TIEC (Innovegypt)** training coordinator at Sohag University.
- **ITI (3months)** training coordinator at Sohag University.
- **IBM** training coordinator at Sohag University.
- **Microsoft** training coordinator at Sohag University.
- **Huawei** training coordinator at Sohag University.
- **Technical support** in Sohag university information center.
- Coordinator of **Information center** Training projects.
- Information center training **marketer**.
- Supervisor of **AIESEC** student activity at the university.
- Trainer and team leader at **The Digital Citizen** training project.

**Education:**

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<b>7/2025</b>	:	Diploma in Computer Science from Cairo University.
<b>5/2012</b>	:	Bachelor of Management Information Systems from the Higher Institute of Computer Science Technology in Sohag.

**Language skills:**

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- **Arabic:** mother tongue
  - **English:** good

## Computer skills:

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- IBM Cloud Platform Computing. (DevOps)
- IBM AI Services.
- Router & Switch configuration.
- Infrastructure Networks.
- Social media designer.
- Printing designer.
- Video editor.
- Motion graphics.
- Software and Hardware Maintenance.
- HTML, CSS, JS, Database, WordPress, C#.
- Problem-solving skills, Application Support.
- Troubleshooting Operating Systems Issues.
- Web Support, E-learning skills.

## Attended Courses & Certifications:

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- **TOT career development** at National Career Development Association (NCDA) on 2024.
- **Certified professional trainer (CPT)** at AmCham Egypt on 2024.
- **Event Management** at AmCham Egypt on 2023.
- **Data Analysis (R)** at AUC on 2023.
- **TOT career development** at AUC on 2022/2023.
- **Labor Market Information** at AUC on 2023.
- **Using survey system for data analysis** at International Labor Organization (ILO) on 2022.
- **Disability Equity Training** at ILO on 2022.
- **2D Graphic** at ITI on 2021.
- **Artificial Intelligence Analyst 2019** Mastery Award on 2019.
- **Cloud Application Developer IBM 2018** Mastery Award on 2018.
- **Photoshop CC** on 2017.
- **English course** with British coach at Sohag University on 2016.
- **No-SQL Database** at ITI on 2016.
- **Technical Support** at the Ministry of Communications on 2016.
- **Web Developing Diploma** (Html-CSS-SQL-JavaScript-ASP.net) on 2015.
- **CCNA 200-120** on 2014.