

Ahmed Sayed Abd Allah Ahmed

Hadayek-El-Qobba Cairo

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LinkedIn: <https://www.linkedin.com/in/ahmedsayedTrainingcoordinator>

Education:

Diploma of Business and Management, Ain Shams University (ASU), 2014

Bachelor of Business Administration, Academy of Specialized Studies, 2010

Grade: Good

Experience:

Event Coordinator, ASU Career Centre (ASU), 2025 -Till now

- Communicate and understand the requirements and needs of each event.
- Managing event procedures, including venue preparation, sending invitations, and other tasks.
- Direct supervision of events and quick response to problems.
- Ensure proper preparation before the event, review equipment and devices, and arrange daily schedules.
- Evaluate the success of events and submit a report showing the percentage of achievement of objectives and obstacles.

Professional doctoral Training coordinator, Professional Certificates Unit, Faculty of Business (ASU), 2024 - 2025

- Proem and Revise All Documents and Create payment authorizations and follow up on payment instalment.
- Solve Students Problems.
- Create study schedules, contact lecturers, and inform students.
- Supervising and organizing lectures.

Professional development coordinator, University Centre for Carrier Development (UCCD), Faculty of Business (ASU), 2022 - 2024

- Training for students and graduates how to write a resume and criticism.
- Training students and graduates to conduct personal interviews and conduct mock interviews for them.
- Training students on job search skills and LinkedIn.
- Training students in career planning.

Training coordinator, (UCCD), Faculty of Business, ASU, 2019 - 2024

- Received Students and Reserve Courses for Them
- Managed the Centres Official Website, which contains about 8000 students.
- Solve Students Problems
- Organize Various Tracks online/offline.
- (Customer Service – Sales – HR – Employability Skills – Marketing – Entrepreneurship –English)
- Manage the Centres Budget and Plan
- Proem and Revise All Documents
- Organized and photograph events, such as AUC Placement English Test (SEPT), the Celebration of the Sports Day of People with Disabilities, and the first-round table for employers.
- Coordinate the data of 100+ companies in preparation for the virtual job fair.
- Interviewed the students to select the most qualified for the courses.

Social Media Specialist, Human Resources Unit, Faculty of Commerce, ASU 2010- 2019

- Develop the social media content for digital marketing.
- Managed the official website, which contains about 3000 students.

Part Time HR officer in Nozom academy 2013-2015

Part Time HR officer in Safwa academy 2011-2012

Management Purchases and stores from 2008 - 2010

Administration, Ain Shams University students' affairs from 2006 - 2008

Courses:

- **Facilitator Career Development Training Part 3**, The American University in Cairo (AUC), 2023
- **Facilitator Career Development Training Part 2**, The American University in Cairo (AUC), 2022
- **Facilitator Career Development Training Part 1**, The American University in Cairo (AUC), 2022
- **Disability Equal Training**, International Labour Organization (ILO), 2020
- **ICDL**, Faculty of Commerce, ASU, 2019
- **Basic and Advanced Skills in Management**, Human Resource Unit, 2019
- **Human Resources professional training diploma**, Human Resource Unit, 2017
- **Human Resource Development Course**, Human Resource Unit, 2016
- **Human Resource Development Program**, Human Resource Unit, 2015
- **Online Digital Marketing Courses**, 2015
- **Marketing and Sales Skills**, Faculty of Commerce, ASU, 2014
- **Human Resource development**, el fiky international foundation, 2012

Skills:

Language:

Arabic: Mother Tongue.

English: (Good in both spoken and written)

Computers:

Excellent Communal M Suffice (Word – Excel – Power Point)