

## Hader Mohamed Elshrkawy

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### Summary

A professional Training Manager and Coordinator with extensive experience in designing and delivering training programs, workshops, and orientation sessions aimed at preparing students and graduates for the labor market and reducing the gap between academic outcomes and market needs. Experienced in coordinating and managing academic seminars, as well as handling administrative responsibilities such as providing necessary logistics for training operations and preparing monthly financial reports and accounting records.

### Work Experience:

#### Nov 2023: present

**Admin and training coordinator,** University Center for Career Development, Medical Camps (UCCD), Tanta university (T.U).

- Implement a strategic approach in managing the center and providing logistical needs, which led to improved service quality for students, a supportive work environment for staff and enhanced ability to solve internal problems and address external challenges.
- Propose and design training plans aligned with students' needs and labor market requirements, which led to a 20% increase in student engagement with the center's services.
- Prepared and delivered training workshops, including Resume Writing and Interview Skills, reaching an average of 200 students and graduates per month, contributing to their preparation for the job market.

#### May 2021: Oct 2023

**Director of youth care department,** Faculty of Medical, (T.U).

- Coordinated among student committees to provide technical and administrative support, resulting in the organization of 500 student activities annually with the participation of approximately 15,000 students.
- Supervised the selection and training of student teams participating in internal and university-wide competitions and events, achieving first place at the university level in 10 different activities and second or third place in 15 others.
- Conducted case studies for the most financially disadvantaged students, contributing to increased financial aid for nearly 1,000 students per month

#### Aug 2019: Apr 2021

**Accountant and Financial Auditor, Public and Private Accounts,** Faculty of Medical, (T.U).

- Designed an electronic database for 8,000 faculty and administrative staff members, contributing to an 80% improvement in the speed of processing monthly financial entitlements through the electronic payment system.

- Maintained continuous review of updates in financial regulations and circulars, which led to the prevention of 50% of common financial errors.
- Developed a digital accounting ledger using Excel to replace the traditional paper-based system, resulting in a 50% increase in task efficiency and a 95% reduction in

**Apr 2021: Jun 2014**

**Dean's Office Manager, Faculty of Arts, (T.U).**

- Archived paper letters and memos using a PDF scanning system on the computer (digital archiving) to facilitate obtaining printed copies and to speed up document search by 70%.
- Implemented a technique to organize both internal and external meeting schedules, resulting in a clear weekly agenda and the ability to prepare the required tasks for each meeting well in advance. This facilitated smoother workflow, improved consistency and provided sufficient time for work review and error prevention.
- Coordinated with department managers to present their documents at specific times according to the weekly agenda, which reduced waiting times by 40%.

**Jun 2014: Dec 2011**

**Appointed as a Secretary, the Dean's Office, Faculty of Arts, (T.U).**

**Dec 2011: Appointed as one of the top graduates at (T.U).**

#### **Education:**

<b>2025</b>	Philosophy Degree researcher fencing training, Faculty of Physical Education (P.E), (T.U)
<b>2017</b>	Master's degree fencing training, Faculty of (P.E), (T.U).
<b>2011</b>	Bachelor of Physical Education, Training department,
<b>Grade:</b> Excellent, Faculty of (P.E), (T.U).	

#### **Courses and Training:**

- Facilitating Career Development – Part 1(trained by certified professionals from NCDA – National career development Association) 2024.
- Event Management Program training offered by the American University in Cairo (AUC) 2023.
- Disability Event Training (DET) offered by (AUC) 2023.

#### **Skills:**

##### **Computer skills:**

- Microsoft office (Word- Excel- Power point) Excellent.

##### **Language skills:**

- Arabic: Mother tongue
- English language: very good.