

Hany Mohamed Sayed Ahmed Elmouhr

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Work Experience:

Data and Information Specialist, University Center for Career Development Nov. 2018 - Present
(UCCD), University of Sadat City (USC).

- Delivers Microsoft Office Specialist (MOS) training to more than 300 students.
- Delivers career development services to more than 500 students.
- Maintains and repairs computer systems, installs operating systems and its upgrades.
- Configures fingerprint system software and monitors its reports monthly.
- Manages UCCD website and social media pages and prepares a monthly report of its insights.
- Manages the UCCD MEL system for students' registrations and reservations.
- Manages UCCD IT department volunteers and follows up their tasks and duties.
- Solves any technical issues and helps my colleagues learn new technologies.

System Analysis and Design Specialist, USC. Apr. 2016 – Oct. 2018

- Managed the database of the university staff and prepared its related reports.
- Solved any software or hardware technical issues in the staff affairs department and some other departments.

Information Systems Officer, Egyptian Army Apr. 2014 – Mar. 2016
Recruitment and Mobilization Area, Assiut.

- Administrated the database of three governorates (Assiut, Sohag and New Valley) and managed the daily backup to the central management in Cairo.
- Solved any critical technical issues and managed the domain system.
- Performed training on the use of computers and recording data on a database.

Education:

Bachelor of Computers and Information, Menoufia University May. 2013

- Major: Information Systems Grade: Very good

Awards:

Government Excellence Award - Best Employee “Top 10”, Egyptian Ministry of Planning	2024
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Training Courses:

Certified Professional Trainer (CPT) , American Chamber of Commerce in Egypt.	2024
Google Data Analytics Professional Certificate , Coursera Platform.	2022
Facilitating Career Development , American University in Cairo (AUC)	2022
Digital Marketing , American Chamber of Commerce in Egypt.	2021
The Bits and Bytes of Computer Networking , Coursera Platform.	2021
Technical Support Fundamentals , Coursera Platform.	2021
Problems solving and decisions making , Edraak Platform.	2020
Self-Development , USC.	2019

Skills:

- Languages:
 - Arabic Mother tongue
 - English Very good
- Main Technical Skills:
 - Microsoft Office Excellent
 - Windows maintenance Excellent
 - Windows Server Excellent
 - Solving Network Issues Excellent
 - Adobe After Effects Very good
 - Photo editing Good