

Mahmoud Gamal Abd-Alazim Ali

Certified Professional Trainer (CPT) | Certified Career Service Provider (CCSP)



+201060211148



E-mail: mahmoud.gamal.nouh@gmail.com

Work experience

2023-Now

Digital transformation Trainer

The Continuing Education Unit, Supreme Council of Universities

- Deliver digital transformation training courses for postgraduate students and utilize different tools to provide interactive learning.
- Create engaging videos, presentations, and hands-on exercises to promote the training process of university staff and postgraduate students.
- Demonstrate a can-do and positive attitude at all times to optimize the training experience.

2022

Trainer and Academic Coordinator

Freelancing initiative program from the Supreme Council of Universities, Egypt

- Market for the program between students and alumni.
- Gather the interested students and alumni in groups.

2022-Now

Career Service provider in university center for career development in Zagazig university

- Design, develop, implement, evaluate, and conduct career development services to teach the students how to write their resume, how to prepare for a job interview and pass it successfully, how to conduct a job search effectively, and what they need to plan their career.
- Contribute to the coordination of all training programs for students to develop language, employability, and technical skills and ensure the selection and registration of students for training programs and UCCD activities based on the policies and procedures manual and USAID regulations.
- Administer all facilities and opportunities for volunteer students and provide appropriate coaching and guidance for their benefits then perform regular assessment, recommend further learning to enhance their strengths.
- Assist volunteer students with proper data and provide timely feedback and evaluation depending on all progression in relation to required tasks and projects to enhance technical progression and work performance.

2021-Now

Information and Data Analyst Specialist in university center for career development in Zagazig university

- Data Analysis with RStudio (data Manipulating, data visualization, and Generating Reports)
- Keep system updated by inputting text based and numerical information on the established system within time limits to make it easy to respond to queries for information and access relevant data.
- Provide technical support installing and configuring computer hardware, software, networks, printers, and scanners.
- Create multimedia promotional videos, success stories clips, design career tips, brochures, certificates, handouts, and posters to encourage students to participate in the center's activities.
- Provide online support for system registration achieving 100% Accuracy of data on the system.

2014-2021

Data Management specialist in Human Resources Department Zagazig University

- Clean, transform, and convert raw data into reports and insights that are accurate, useful, and interesting.
- Provided technological and data support.
- Managed and updated the data of the staff on university system.

2012-2014

Customer services agent Acted as a front-line and back office in Enterprise (SME), Activation and Credit management department in Vodafone Company Cairo, Egypt.

Education

2016

Postgraduate Diploma in Business Administration (2 years) Faculty of Commerce, Zagazig University.

2012

Bachelor in Tourism and Hotels, Tour Guidance department, Suez Canal University, Ismailia, Egypt.

- **Grad:** Very good with honors
- **Rank:** one of the top five achievers in my department at college.

Certificates

May 2024

Certified Professional Trainer (CPT) from The American Chamber of Commerce in Egypt (AmCham).

Mar 2024

Certified Career Service Provider (CCSP) from The National Career Development Association (NCDA).

Courses

Jul 2024

Training for trainers "HCIA-Big Data V3.5 Course" from Huawei academy delivered by National Telecommunication Institute (NTI), Cairo, Egypt.

Jan 2024

Training for trainers "Artificial Intelligence and Applications V3.5" from Huawei academy delivered by National Telecommunication Institute (NTI), Cairo, Egypt.

Dec 2023

AI For Everyone from DeepLearning.AI offered through Coursera platform.

Nov 2023

Data Analysis with R Programming from Google in Coursera platform.

- Learn programming using RStudio, R packages, cleaning data, visualizations, aesthetics, annotation, documentation, reports, and create R Markdown documents.

July 2023

Fundamentals of labor market information and quantitative data management from the American university in Cairo, Egypt.

- Data Analysis with RStudio (data Manipulating, data visualization, and Generating Reports)
- Exploring ELFS data with RStudio
- Economics Research Forum (ERF) Harmonization process
- Qualitative research designing, methodology, sampling, and ethics.

May 2023

Facilitating career development training at the American university in Cairo through the university center for career development UCCD project, Cairo, Egypt.

Oct 2022

Google IT Support Professional Certificate which includes (Technical Support Fundamentals, The Bits and Bytes of Computer Networking, Operating Systems and You: Becoming a Power User, System Administration and IT Infrastructure Services and IT Security: Defense against the digital dark arts).

2012

EDU Egypt course, which included Communication skills customer service skills Presentation skills Innovation and entrepreneurship English business.

2011

Human Resources course, Suez Canal University, Ismailia, Egypt.

2010

International Computer Driving License course, New Horizons, Suez Canal University, Ismailia, Egypt.

Computer skills

- Technical support for software and hardware issues
- Good user of Photoshop and Gimp
- Very Good at windows, Linux and Mac operating systems
- Very good at Microsoft office suite, LibreOffice suite and iWork suite

Language skills

- Mother tongue: Arabic
- Very good at speaking, reading, and writing English.