

**Mohamed Elsayed**

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## **Objective**

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a six-year experience trainer in the Learning and Development field, delivered/facilitated workshops for more than 2000 participants, which included university students, and graduates. Those workshops focused on different aspects, such as employability skills, entrepreneurship, Career planning, job search strategies, interviewing skills, resume writing, communication skills, teamwork, time management, creativity, critical thinking, problem solving skills, content preparation, leadership, and other topics. Working now as Career Development Facilitator in the University Center for Career Development at Zagazig University

## **Work Experience**

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**Career Service Provider& Facilitator& Senior Employer Relations and Recruitment University Center for Career Development, Zagazig University** **February 2019- now**

- Design and deliver career development programs and workshops for students and graduates that successfully integrated UCCD'S vision and mission to bridge the gap between the labor market and academic study
- Facilitated training initiatives for students, and alumni and conducted series of information sessions which help students explore the opportunities in the market together with the challenges and the qualifications needed
- Conducted one-to-one sessions with students and graduates for resume writing and interviewing coaching
- Established and delivered training programs about employability skills, entrepreneurship, communication skills, leadership, teamwork, problem solving, and time management for Zagazig university students that improved their skills
- Build strong relationships with the labor market resulted in helping to provide students with job opportunities, internships and training

**Founder and Director**  
**Oxford Center for teaching English, Faqous**

**June 2015 to March 2019**

- Helped high school students to improve their language and communication skills
- Organised summer workshops for students who want to learn conversation
- Assisted the students in identifying areas requiring further training and have self-awareness
- Conducted activities to help the students learn English easily and in a funny way, facilitated the educational process by using modern technology and role-play and established long term relationships with students

**Public Relations Specialist**  
**Zagazig University, University Head Office**

**February 2012 - 2019**

- Assisted students in faculty of Arts, Public relations department with advice and counsel them regarding career selection, internships, and job search strategies
- Conducted workshops to make the students able to understand the difference between media careers
- Worked closely with the assistant director of Public relations to build good relations with the local community
- Conduct agreements with big factories and famous companies to finance some events in the university such as conferences and meetings which increased numbers of initiatives
- worked with the environment sector in Zagazig University twice yearly resulted in carrying out the medical caravans to Red Sea Governorate successfully

- Worked in different positions, and in sales department

### **Education**

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Bachelor of Tourism, Tourist Guidance Department,  
Faculty of Tourism and Hotels, Suez Canal University

**May 2009**

### **Courses and Trainings**

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- Entrepreneurship Training of Facilitators (ETOF) , The American University in Cairo **February 2023**
- TOT, The International Board of Certified Trainers **June 2020**
- TOT (Employability skills), American University in Cairo, Aspire Training Solutions **November 2020**
- Entrepreneurship Training, Endeavor **December 2020**
- Labor Market Study, International Labour Organisation (ILO) **December 2020**
- CDF, American University in Cairo, University (Career development workshops) **April 2019**

### **Skills**

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- **Computer skills**

Very good knowledge of advanced search internet & Social Media  
Very Good of using Microsoft office (Word, Excel, PowerPoint)-

- **Language Skills**

Arabic: Mother Tongue

English: Very good in writing, speaking and listening

### **Extracurricular activities**

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- Attended the international conferences of scientific research at Zagazig University
- Attended the international conference of (Autism and disability)

### **Awards from Zagazig university**

- ✓ Got two thanks letter from The Ministry of Higher Education for organizing and participating in the successful caravans to Red Sea Governorate