

Mohamed Kamel Refaey

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Education

- Dec 2024-** Master in Economic Studies and Research, Institute of Asian Studies and Research, Zagazig University – ongoing.
- May 2017** Diploma in Economic Studies and Research, Grade/ Good, Institute of Asian Studies and Research, Zagazig University
- May 2013** Diploma in General Education Grade/ Very Good, Faculty of Education, Zagazig University
- May 2009** Bachelor of Commerce, Grade/ Good, Faculty of Commerce, Zagazig University

Courses and Workshops

- May 2023** Facilitating Career Development Training, National Career Development Association (NCDA), AUC
- Mar 2023** Fundamentals of Digital Transformation, Central Unit of IT Training, Center of Knowledge and E-services
- Feb 2023** Entrepreneurship Training of Facilitators, AUC
- Sept 2022** TOT Entrepreneurship, Start and Improve Your Business (SIYB), International Labor Organization (ILO)
- June 2022** TOT Freelancing Training, Microsoft, Care Egypt
- Sept 2021** Digital Marketing, American Chamber of Commerce in Egypt
- Aug 2019** Training program in The Procedures of Integrity, Transparency, and Awareness of the Dangers of Corruption and Methods to Prevent it, held at the National Academy for Combating Corruption in the Administrative Control Authority
- May 2018** Course in The Basic Concepts of Quality Management Systems in Accordance with the Requirements of ISO 9001/2015, from The Arab Company for Management Systems Development - Kaizen Egypt - in Administrative Distinction Unite, Zagazig University.
- Aug 2017** Course in Statistical Package for the Social Sciences (SPSS), Faculty of Science, Zagazig University
- May 2017** Course in Developing the Skills of Procurements employees, Administrative Training Center, Zagazig University
- Apr 2017** Course in Comprehensive Quality Management, Administrative Training Center, Zagazig University.
- Mar 2017** Workshop on Fulbright Egyptian Scholar Program, University Projects Management Unit, and Fullbright Grants, Zagazig University.
- Dec 2016** Course in Financial Affairs Specialist, Administrative Training Center, Zagazig University.
- Nov 2016** Course in Human Resource Management, Administrative Training Center, Zagazig University
- Dec 2015** Course in Crisis Management Program, Administrative Training Center, Zagazig University
- Nov 2015** Course in Developing the Skills of New Employees, Administrative Training Center, Zagazig University.
- Jun 2015** Course in Quality Management System (internal auditor), Lead Engineering Group (LEG) from Administrative Training Center, Zagazig University.

Experiences

- April 2023-present** **Digital transformation trainer, supreme council of universities**
- Trained 800 trainees on how to use MS Applications (word, Excel, PowerPoint, mobile, internet and windows)
- Feb 2023-present** **Certified Entrepreneur trainer, university center for career development (UCCD), zagazig university**
- Conduct Entrepreneur program for 50 undergraduates and postgraduates on design thinking process to begin their startup.
- June 2022-present** **Freelancing trainer, Zagazig**
- Conduct 3 program to train more than 50 clients on how to start freelancing work, by using social media platforms as a tool to market their work.
- Jan 2022-present** **Entrepreneur trainer, international labour organization (ILO)**
- Trained 360 trainee on how to start their business and prepare project business plan.
 - Create marketing plan for Zagazig university graduates
 - Follow up trainees after graduating from (SIYB) program
- Oct 2019-Present** **Administrative and Training Coordinator, University Center for Career Development, AUC\USAID project, ZU**
- Contribute to the delivery of career development workshops and career advising sessions.
 - Daily management of student assistants, customer service area, reception, and office-wide operations.
 - Manage logistics of training activities and ensure that policies and procedures for training are being implemented.
 - Create and maintain an efficient filing and record-keeping system.
 - Recruit, train, and coach a team of center volunteers/student assistants in collaboration with the center staff
 - Receive and settle invoices and ensure proper financial support documents are collected and retained.
 - Prepare financial reports ensuring the accuracy of all data entered
- Apr 2016 - Oct 2019** **Deputy director at the Presidential Office, Zagazig University**
- Reviewed executive files and folders related to the administration of Post-Graduate Studies and Research and the administration of Cultural Relations to have them submitted by the President of the University
 - Developed statistics to determine the numbers of postgraduate students per month/year and classify them according to their specialization and date of graduation using Office Excel Program to facilitate the process of making monthly and annual achievement reports.
- Apr 2015-Apr 2016** **Computer Specialist at the General Administration for Postgraduate Studies and Research, Zagazig University**
- Created and maintained an effective filing and record-keeping system to uphold the decisions taken in the university Council.
 - Enhanced communication channels via e-mail with the board members of Postgraduate Counsel to invite them to attend the University Council.
- Aug 2010-Apr 2015** **Data entry employee at the General Administration for Postgraduate Studies and Research, Zagazig University**
- Entered the data of all of the students who registered, enrolled, or graduated from post-graduate studies since the launch of Zagazig University till January 2012 on Excel sheets to store their data functionally and use this data in preparing reports of achievement and statistics.
 - Uploaded the data of all of the students who registered, enrolled, or graduated from post-graduate studies since the launch of Zagazig University till January 2012 on specific applications designed on the university's official web system to allow concerned employees to access, survey, and manage this data.

Aug 2009- ICDL instructor at the Training Unit in the Technical Center, Zagazig University

Aug 2010

- Instructed students to use their acquired computer skills by themselves using Word, Excel, Access, and PowerPoint.
- Motivated students to do most of their academic assignments on a computer to make use of what they learned and impress their professors.

Rewards and Honors

Jun 2024	A certificate of appreciation presented by the ILO as a trainer for the Start and Improve Your Business program (SIYB) for effective contribution to the success of the youth employment project in Egypt, economic empowerment.
Apr 2022	Accredited as a dependable coordinator who fulfills all of the responsibilities with reliability by the General manager of the University Center for Career Development.
Jul 2019	Acknowledged as a trustworthy employer who submitted all of the duties with integrity and objectivity by the President of the University.
Mar 2019	Appreciated as an internal auditor, participated professionally in performing the internal audit of the quality management system to the University's administrations to ensure that they meet the standard requirements of ISO license, from the Administrative Distinctive Support Unit, Zagazig University.
Jun 2016	Honored as authorized internal auditor, contributed effectively to the success of the project of developing the administrative system at Zagazig University, and participated in achieving an ISO license.

Skills

Computer: Proficiency in Office Applications

Language: English (good)

Volunteering Activities

Dec 2018 A medical convoy on the 10th of Ramadan city, sponsored by Dr. Mohamed Abou Elenin, in Prussia Egypt club.

- Supervised the outpatient clinics and the pharmacy to monitor the functioning of the medical help and the availability of medicines to achieve full benefit for the targeted patients.
- Managed the media coverage of the convoy (news, photos, and videos) to provide documentary materials to be published on the University's official website.
- Handled the preparation of meals for doctors, nurses, and others to provide hot healthy meals to ensure their satisfaction.

Oct 2018 The Conference of Egyptian University Students "The Story of Nasr 45"

- Created schedules to organize the start time and end time of lectures and breaks to organize the conference settings to make full use of time.
- Contributed to the preparation of the conference hall, provided posters and banners at the entrance to the conference hall to guide the participants and notify them about the program, the chairmen, the speakers, and the schedule of the conference.
- Implemented a suitable sitting map according to participants' proficiency and superiority then put labels of the participants' names on the chairs to make it easier for the participant to find his/her place to have the hall fully organized.