

Mohamed Ramadan Ali

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Education:

Bachelor of Social Services, Higher Institute for Social Services, Alexandria, Egypt. 2007

Experience:

Administrator, University Center for Career Development (UCCD), Alexandria, Egypt. 2019-to present

- Ensure compliance with university guidelines and standards.
- Monitor the budget and manage financial transactions.
- Order supplies and manage inventory for the office.

Administrative Affairs Specialist, Faculty of Education, Alexandria University, Alexandria, Egypt. 2014-2019

- Prepared reports, presentations, and documentation for senior management.
- Maintained accurate records and files, both physical and digital.
- Supported faculty and staff with administrative needs and requests.

Students Affairs Specialist, Faculty of Education, Alexandria University, Alexandria, Egypt. 2010-2014

- Coordinated student services and activities, including orientation and welcome events.
 - Managed student records and ensure confidentiality.
 - Responded to student inquiries and provide accurate information.
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Skills:

Computer Skills:

- Good at working on PowerPoint, Word, and Excel.

Language

- Arabic: mother tongue.
 - English: intermediate level written and spoken.
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Training & Courses:

- Event Management and Planning, American University in Cairo (AUC), Cairo, Egypt. 2024
- Disability Equality Training, International Labor Organization (ILO), Cairo, Egypt. 2023