

Nagla Abd Al-Aziz Rizq

An employee in the Human Resources Department at the University Center for Career Development (UCCD) at  
Menoufia University in cooperation with the American University

&

Librarian, Faculty of medicine, Menoufia university

Mobile / Whats App: 00201025110465

Email: Naglarezk2016@[gmail.com](mailto:Naglarezk2016@gmail.com)

## EDUCATION

---

- 2015 Pre-MA Mansoura University, Egypt
- Faculty of Arts, Libraries & Information Dept.
  
- 2006-2010 Menoufia University, Menoufia, Egypt, Faculty of Arts, Libraries & Information Dept.

## SKILLS

---

### Computer Skills :

- Excellent Knowledge of MS Office (Word, Excel, Access and PowerPoint) and Visual Basic.
- Excellent knowledge of Internet & Searching.

### Personal Skills :

- Excellent communication and presentation skills.
- Ability to work in a team and facilitate change management.

## EXPERIENCE

---

- **July 2011- until May 2020 working as a specialist libraries in AlatheerTech Company, Shibin El kom, Egypt**

### *Job Description :*

- Working on cataloging and classification of library materials that used to come to us from some government agencies inside and outside Egypt.
  
- E-Marketing (Electronic marketing)

## TRAINING

- A training course in the Resource Description and Access (RDA) from Alatheertech company (Relise egypt company for training and consulting services and information systems.) (September 2013)
- A course in "Congress classification" from Alatheertech company (Relise egypt company for training and consulting services and information systems.) (October 2011)
- A course in "Dewey Decimal Classification" Alatheertech company (Relise egypt company for training and consulting services and information systems.) (March 2011)
- A training course in machine-readable Cataloging "Marc21" from the Egyptian Society of Libraries and Information in collaboration with the Alatheertech company for Training and Consulting Information Systems and Services (February 2011)
- A Training course on the system "Future Library System" at the Menoufia University, Egypt 2010.
- A Training course on the use of the international system Marc indexing "Marc21" Department of Libraries – Menoufia University, Egypt 2010.
- Training on system Alis Egyptian Cabinet Libraries Department, Faculty of Arts, Menoufia University.
  
- A Training course on the ICDL and Photoshop.

---

## INTERESTS

---

Traveling, Reading books.

## PERSONAL INFORMATION

---

Nationality:	Egyptain
Date of Birth:	25/05/1989
Place of Birth:	Menoufia-Egypt
Marital Status:	Married