

## Curriculum Vitae - Omar Awad Ali

### Contact Information

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### Professional Summary

A seasoned administrative manager with over 18 years of experience in higher education, particularly in graduate affairs, certificate issuance, and administrative coordination. Skilled in team supervision, process development, and compliance. Holds advanced qualifications in project management and biostatistics, with strong communication and problem-solving skills.

### Education

- Pre-PhD in Project Management – 2023 – Faculty of Graduate Studies for Statistical Research, Cairo University
- Master's in Cloud Computer Networks – 2021 – Faculty of Computers and Artificial Intelligence, Cairo University
- Pre-Master in Biostatistics & Demography – 2020 – Cairo University
- Diploma in Biostatistics & Demography – 2019 – Cairo University
- B.A. in Specific Education – 2004 – Cairo University

### Work Experience

Training & Administration Specialist – Career Development Center – Cairo University (in cooperation with AUC & USAID) – 2024–Present

Conducted professional training workshops, supported students in developing career skills, and collaborated with industry partners to bridge skills gaps.

Manager of Certificates & Graduation Affairs – Faculty of Computers and Artificial Intelligence, Cairo University – 2021–Present

Managed graduation and certification processes, coordinated ceremonies, supervised the team, and streamlined procedures.

Certificates Unit Manager – 2015–2021

Managed certificate issuance, supervised staff, improved workflow efficiency.

Graduation Affairs Specialist – 2010–2015

Organized graduation events, issued transcripts and records.

Student Affairs Coordinator – 2007–2010

Supported student registration, coordinated activities, facilitated interdepartmental communication.

Technical Support Specialist – 2004–2007

Provided IT support, installed and maintained systems, resolved technical issues.

### **Technical Skills**

- Microsoft Office (Excel, Word, PowerPoint)
- Database Management (Access – Oracle basic)
- Statistical Analysis (SPSS – R basics)
- University Digital Systems Handling

### **Soft Skills**

- Effective Leadership
- Problem-Solving
- Communication
- Institutional Commitment

### **Languages**

- Arabic: Native
- English: Very Good

### **Achievements**

- Reduced certificate issuance time by 40%
- Supervised over 20,000 graduate files
- Developed digital archiving policies
- Implemented an e-archiving system that improved access speed by 60%
- Trained over 500 students in professional skills
- Collaborated with external partners to enhance student and alumni services
- Enhanced student experience by launching an email-based tracking system with 48-hour response guarantee
- Contributed to drafting internal regulatory guidelines for the Graduation Affairs Department aligned with university quality standards
- Represented the faculty in cross-university committees to unify administrative processes
- Successfully organized over 10 large-scale graduation ceremonies for thousands of students
- Created and implemented a digital guide to streamline alumni services online

- Received official commendations from the university for excellence in administrative performance
- Directly supervised and mentored new staff, improving team productivity
- Built an internal electronic archiving system that reduced document loss to zero over 3 years
- Created a fully secured alumni database encompassing over 20,000 graduates
- Initiated professional development programs for senior students in collaboration with international/local entities
- Coordinated international certificate authentication procedures with the Ministry of Higher Education and foreign embassies
- Designed a unified electronic form for certificate requests, cutting processing time by 50%
- Increased student and alumni satisfaction with administrative services from 65% to 92% within two years
- Participated in the assessment and enhancement of the college's institutional quality management system for accreditation readiness
- Collaborated with university IT systems to integrate alumni records into the central student information system