

Rami Hammad

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Objective: A passionate Senior Career Development Specialist with over 4 years of experience in career coaching, resume writing, interview preparation, and entrepreneurship training. Seeking to leverage my expertise to empower youth and graduates through impactful training programs, personalized guidance, and strategies that support long-term career success.

Education:

- 2024** Master of Business Administration (MBA), Human resources department
Faculty of commerce Tanta University (TU), Tanta, Egypt, Grade (Very Good)
- 2017** Postgraduate Diploma in Business Administration
Faculty of commerce (TU), Tanta, Egypt, Grade (Very Good)
- 2010** Bachelor's degree in accounting department
Faculty of commerce (TU), Tanta, Egypt.

Work Experience:

Senior Career Development Specialist, University Center for Career Development (UCCD) Faculty of Engineering, Tanta university, Egypt.

- October 2023-
till present**
- Participate with the director in planning for short-term and long-term plan for the center's activities.
 - Served over 3500 students & alumni in workshops "Career guidance and Entrepreneurship".
 - Fulfill more than 700 success individual sessions "one to one resume critique, Career planning & mock interview."
 - Help individuals achieve their career goals and aspirations to find their strengths and achieve their professional goals.
 - Delivered 5 entrepreneurship programs for 90+ students and graduates, covering ideation, business modeling, pitching, and market validation that transformed innovative ideas into ventures.

Career Development Specialist, (UCCD) Tanta university, Egypt.

- June 2022 -
September 2023**
- Coordinate and organize online and offline Workshops (four workshops) monthly.
 - Collaborate with a team of five members to manage every detail.
 - Conduct more than 50 career workshops.
 - Lead a team of ten volunteers to manage tasks for the center.

IT Specialist, (UCCD) Tanta Engineering, Tanta, Egypt

**August 2021 –
March 2023**

- Design and create 15 posts for social media (Facebook – Instagram – LinkedIn – Telegram - WhatsApp) weekly.
- Answer more than one hundred message per day on social media (Facebook – Instagram – WhatsApp – Telegram)
- Interview 40 students per week for the center's trainings.
- Create and Arrange Lists for courses to one hundred student every week

Accountant, Budget Management, Tanta University, Tanta, Egypt

**September 2018
– August 2021**

- Managed the Program and Performance Officer at Tanta University, affiliated to the Ministry of Higher Education
- Coordinated data entry of university staff (21000 employees in 5 months) at Tanta University in cooperation with the Central Agency for Organization and Administration.
- Aided in development of the Tanta University's budget plan for three years

Accountant, Management Information Systems (MIS) Project, Tanta University, Tanta, Egypt

**January 2013 –
August 2018**

- Participated in buying insured certificates for Tanta University.
- Prepared financial statements using excel for 42 MIS Center employees every month.
- Wrote eight reports monthly of work achievements.

Courses:

November 2024

Entrepreneurship training of Facilitators (EToF), Venture lab, School of business, American university of Cairo (AUC).

October 2024

Disability Equality training (DET), Helm company with International Labour Organization (ILO)

August 2023

Facilitating Career Development (FCD), The National Career Development Association (NCDA) and American university of Cairo (AUC)

December 2022

Training of professional Trainers (TOPT), School of Continuing Education, American university of Cairo (AUC)

Skills:

Computer

- Microsoft Office (Word- Excel – PowerPoint) – **Very good.**

Languages

- Arabic (**Native Language**)
- English (B1)