

AHMED HESHAM MOHAMED



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Egypt , Ismailia , El-Sheikh Zaid

ABOUT ME

- Administrative UCCD at Suez Canal University
- Graphics Designer
- Video Editing

SKILLS

Good communication and leadership Proficiency working : -
Microsoft office word - Microsoft office Excel - Microsoft office PowerPoint
Video maker
Photoshop
Illustrator

EDUCATION

Bachelor's Degree in Social Work (2002-2006)
Postgraduate Diploma In: (2008-2010)

"Computer science & computational operations database" in Faculty of Commerce - Suez Canal University

CURRENT JOB

Admin In UCCD Center- Suez Canal University (2023-2025)

Administrative Director: Work at Suez Canal University (2007-2023)

Administrative Director: -Vice President for Education and Student Affairs Office. - Student Affairs Administrative Coordinator at New Ismailia National University.

EXPERIENCES

"Administrative and organizational work at the University Center for Professional Development at Suez Canal University includes intensive training workshops provided by the American University in Cairo to enhance students' professional skills."

Senior Student Affairs Specialist Working on student information management Programs (MyU - SIS).

Review the academic regulations for credit Hours And Semester system in accordance with universities

Organization law and its Implementing regulations. Documentation of graduation CertificatesTo the Ministry of foreign affairs, also embassies .

Review graduation decisions student suez canal University. Review student exam results. Work in coordinating electronic admission University