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Languages: French, English, ARABIC (basic)

Computer skills: Word, Access, Excel, PowerPoint, Manjaro Internet

WORK EXPERIENCE

2022-TO now

Financial specialist
GAHAR., Ganub Sina (Tur Sina)

- Responsible for the permanent advance
- sanitary control
- Security supervision
- Administrative Affairs
- fingerprint device

2019-2021

Director of the Administrative Affairs Department

The Egyptian Ministry of Health
., Ganub Sina (Tur Sina)

- Responsible for the archive (correspondence)
- Responsible for security personnel
- Responsible for maintenance technicians
- Responsible for the hygiene personnel
- Responsible for administrative housing
- Responsible for the fingerprint device
- Responsible for the car drive

2018-2019

Warehouse management agent

The Egyptian Ministry of Health
., Ganub Sina (Tur Sina)

- Responsible for the annual inventory
- Responsible for the periodic inventory
- Supervision of storekeepers
- Responsible for coding items
- Responsible for following up the registration in the books
- Responsible for purchasing management

2016-2017

Financial and administrative inspector

The Egyptian Ministry of Health
., Ganub Sina (Tur Sina)

- Inspection of business financial treasury ledgers
- Inspection of administrative work
- Inspection of personnel affairs
- Inspection of warehouses
- Examination of financial and administrative violations
- Reply to correspondence

2002-2016

Financial and administrative inspector

The Egyptian Ministry of Education,
Qalyūbia (Shubra Al Khaimah)

- Inspection of business financial treasury ledgers
- Inspection of administrative work
- Inspection of personnel affairs
- Inspection of warehouses
- Examination of financial and administrative violations
- Reply to correspondence

2006-2011

Security guard

SEAVIN GCA. American Company
CAIRO, Part Time

- First Aid
- Using Radio
- Daily report in English
- Checking cars against explosives
- Surveillance Cameras
- Alarm and fire systems

EDUCATION

1996-2000

Bachelor of Commerce
(Administration: Management Option
higher Institute for Cooperative and Managerial Studies
, EGYPT (CAIRO)

PROFESSIONAL DEVELOPMENT

2008

RECOMMENDATION from SEAVIN GCA

2015

A training course entitled (creativity in solving problems),
Ministry of Education.

Certificate of human development entitled the will of management
HADD Foundation, Academy of Industry leader
Specialized training course (financial and administrative
disbursement decisions).

2017

Certificate of training from the Directorate of Organization and
Management in South Sinai to pass the training program
in the symposium on the field of innovative thinking
and development prospects.

2022

Google Drive (Introduction to google-Docs intro - Calendar-Slides
Sheets – Classroom - Admin console 1-2-3 - Meet intro

2022

Patient centeredness culture GAHAR
Organization Governance & management GAHAR
Environmental & Facility safety GAHAR
Clinical laboratory GAHAR

2022

Warehouse management Inventory,
Stock and Supply Chains
From ALISON

2022

Warehouse Safety Hazard and Safety
Management from ALISON