

Address: 7 Amoun Building, Elshorok City, Cairo, Egypt.

Mobile: 002 01228481116

E-mail: : dr.ahmedmaghraby@outlook.com

Ahmed H. Maghraby

Professional PhD, MPA, BSc Commerce

Bilingual: Arabic/English

Personal Information:

Date of Birth: October 22th 1986

Nationality: Egyptian

Military Status: Ultimately Exempted

Social Status: Married

Objectives:

To continue my business career in a challenging working environment and a growing organization, making best use of my business and adding value to myself and to the organization.

Professional Experience:

Full Time:

- **Educational Coordinator, AILD, AAST, Cairo, Egypt, 2019 – Present.**
 - *Responding to inquiries regarding various programs, receiving application requests, ensuring that they are fulfilled, reserving admission tests, and preparing reports on applicants*
 - *Review application files and ensure that registration requirements are met, register Courses, and follow up on students 'study cases'*
 - *preparing schedules for study courses, following up the lectures, and attendance of faculty members and students".*
 - *Preparing the examinations and receiving the results for approval*
- **Admission Coordinator, Graduate School of Business, AAST, Cairo, Egypt, 2015 – 2019.**

Responding to inquiries regarding various programs, receiving application requests, ensuring that they are fulfilled, reserving admission tests, and preparing reports on applicants.

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- **MBA Program Coordinator, Graduate School of Business, AAST, Cairo, Egypt, 2014 – 2015.**

- ☐ *Review application files and ensure that registration requirements are met, register Courses, and follow up on student's study cases*
- ☐ *preparing schedules for study courses, following up the lectures, and attendance of faculty members and students.*
- ☐ *Preparing the examinations and receiving the results for approval*

- **Examination & Operations Officer, Graduate School of Business, AAST, Cairo, Egypt, 2009 – 2014.**

"Processing contracts of agreement with faculty members, preparing schedules for study courses, following up the lectures, and attendance of faculty members and students.

Preparing the examinations and receiving the results for approval".

- **Student Affairs Officer, Graduate School of Business, AAST, Cairo, Egypt, 5/2008 – 12/2008.**

Review application files and ensure that registration requirements are met, register Courses, and follow up on student's study cases.

- **Assistant Dean Office of Graduate School of Business, Graduate School of Business AAST, Cairo, Egypt, 2007 – 5/2008.**

Correcting the English language admission test exams, issuing results and printing certificates for applicants to graduate programs in administration.

Address: Elhadaba Elwasta, Region No. 6, Building No. 7002, Elmokatam, Cairo, Egypt.

Home: 02-27296868

Mobile: 002 01111444720 – 002 01005666005

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Education:

- ***Faculty of Graduate Studies for statistical research, Cairo University, 2022.***

Professional PhD in Project Management, titled “The Role of Financial Institution in the Development of Small Projects”

- ***Arab Academy for Graduate School of Business (AAGSB), 2016.***

Master of Public Administration (MPA), Grade **Excellent**

- ***Helwan University, 2007***

Bachelor Degree of Commerce, Grade **Good**

Additional Certificates:

- Customer Services (**AAST**)
- Scientific Research Methodology (**Mid- Ocean University**)
- Authorized Examiner (**ECCC**)
- Authorized Trainer (**ECCC**)

Computer Skills:

- Familiar with MS products.

Personal Skills:

- Good Communication skills, good ability to teach people new things, Time Management, Problem Solving, fast learning, presentation and understanding/managing change and work groups. Enthusiastic and willing (and able) to look at my own performance and learn from experience.
- Bilingual in Arabic and English.

REFERENCES

- Upon Request