



*Mohamed Ali Awad Matter*  
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### **Work Experience:**

- *Work in Department of Legal Affairs in the Arab Academy for Science, Technology and Maritime Transport since 2009/2012.*
- *Sales & Marketing work in the Arab Academy for Science, Technology and Maritime Transport since 2012/2014.*
- *Administrative Coordinator at the Office of the Dean, Faculty of Management and Technology, Arab Academy for Science and Technology and Maritime Transport (AASTMT), since November 2015 – Present.*

### **Education:**

- **High School:** *Amir el shoaraa – Nasr city - cairo 2006.*
- **University:** *Helwan University Class 2009 with " Reasonable estimate" grade.*
- **Diploma in Business Administration Class 2014 with "Very Good" grade.**
- **Received a certified training course in Human Resources,** accredited by the Ministry of Communications.

### **Courses Attended:**

- *international arbitration cycle in 2014*
- *ICDL course till now (AASST Academy)*
- *English courses (AASST Academy)*

## **Languages:**

- *English: good*
- *Arabic: Mother Tongue*

## **Computer Skills:**

- *Microsoft Office Word, Excel. Power point  
Internet Search*

## **Personal Skills:**

- *Good communication skills and interpersonal skills.*
- *Ability to learn new tasks quickly.*
- *Reliable, Punctual and committed*
- *Ability to work effectively under pressure.*
- *Ability to work well individually and in team.*
- *Well organized, self-motivated, ambitious disciplined.*
- *Able to maintain confidentiality.*
- *Good at meeting deadlines.*
- *Proactive, responsible with attention to details.*
- *Lead team and deal with team conflict*
- *Ability to work tight deadlines and in challenging environment.*
- *Ability to express ideas and concepts*

## **Personal Details:**

- *Date of birth: 17th of Fep, 1987*
- *Marital Status: Marred*
- *Nationality: Egyptian*
- *Religion: Muslim*

*Best regards*

***Mohamed Ali***