

**Contact****Phone/**

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Date of Birth

01.02.1993

PROFILE

- a challenging position in a reputable company where my academic background
- and interpersonal skills are well developed and utilized.
- I am looking for a job that develop my professional to get (DBA) , to gain experience ,
- I am a competed self motivated hard worker looking for a position with bank or Company That enables me to utilize all of my skill and qualifications.

EDUCATION

10.2018 - 02.2021

Arab Academy for Science, Technology and Maritime Transport

Professional Master of Business Administration

Major : General Administration

Grade: Excellent

2012 - 2015

University of 6 october

Bachelor of Commerce Faculty of Economics and management ,

Arabic section

Major : Accounting

Grade: very good

PERSONALITY

Developed Language and Computer skills.

Enhanced Presentation & Project Development skills.

Communication skills

Acquired basic business skills including:

marketing, sales, banking, accounting, business correspondence and report writing.

**MOHAMED
EZZAT EL-SAWY****EXPERIENCE**

01.2019 - present

Arab Academy for Science and Technology and**Maritime Transport**

Educational Coordinator


Responsibilities:


- Planned, executed and updated educational programs and special events.
- Maintained thorough records of student attendance and grades.
- Advised school district on purchases of textbooks and technology for continuing education programs.
- Attended seminars, workshops and conventions to remain current on educational research and statistics impacting educational standards.
- Planned and facilitated relevant, needs-based professional learning tools, resources and educational materials to enhance teaching skills.
- Chose and implemented program curricula and collaborated with instructors to align teaching strategies to meet educational goals.
- Coached teachers to improve instructional practices through professional development, modeling instructional strategies and feedback.
- Observed teachers to assist with planning and classroom instruction methodologies.
- Met with parents and instructors to discuss student progress and behavioral or learning issues.
- Collaborated with supervisors to examine effectiveness of program and instruction.
- Delivered training to staff and instructors on curriculum, documentation and instructional techniques.
- Counseled students on personal, academic, vocational and behavioral issues and actualized plans to remove obstacles to success.
- Performed classroom and teacher evaluations and completed observation reports.
- Partnered with administrative leadership to improve discipline practices based on data findings.
- Analyzed academic programs, grading and assessment measuring student achievement.
- Recruited, trained, and evaluated part-time staff and volunteers; directed professional development activities.
- Delivered system-wide orientation, training and support programs for new teachers.
- Discussed curriculum changes with department staff and principals to facilitate action plans.
- Recommended evidence-based instructional programs to utilize with students.
- Identified professional development needs by creating and presenting teacher surveys.
- Conducted data analysis based on performance scores to develop school improvement plan.
- Facilitated coaching rounds for department staff to enhance delivery or lessons.

COURSES

- 2014 : Has successfully completed course in (marketing – Human resources) (Grade:Excellent)
- 2014: Has successfully completed course in(sales - entrepreneurs) (Grade: Excellent)
- 2014 : ICDL (ICT-Windows 7 – Word 2010 – Excel 2010 – Access 2010 - Power point 2010 Internet) (Grade: Excellent)
- 2014 : Has successfully completed course in (English General Diploma) (Cambridge global collage) (Grade: Excellent)
- 2014 : The Electronic Accounting in (Peachtree – QuickBooks - Excel) (Grade: Excellent)
- 2015 : Has successfully completed course in (comprehensive certified accountant) (Grade:Excellent)
- 2015 : Has successfully completed course in(Commercial International Arbitration - Information security crimes) (Grade: Excellent)

LANGUAGES


Arabic 


English 


SKILLS


Good communication - written and oral skills
Excellent conceptual and analytical skills
Effective interpersonal skills
Excellent writing skills and presenting


SOFTWARE SKILLS

Microsoft Word 

Microsoft Excel 

Microsoft Powerpoint 

Microsoft Outlook 

Adobe Photoshop 

CONTINUE EXPERIENCES

12.2017 - 01.2019

Saudi Supermarket / Dream

Cashier Then Cost Controller

Responsibilities:

Register sales, add new items, inventory and monitor costs.
• Conducted audits on financial processes and transactions.

06.2017 - 12.2017

milano

Clients Accountant

Responsibilities:

- *Set daily restrictions and record sales and suppliers.*
- *Analyzed financial statements and income statements to review company's financial performance.*
- *Prepared monthly and year-end closing statements, financial documents and invoices.*
- *Investigated and resolved discrepancies in monthly bank accounts.*
- *Balanced reports and batch summaries to submit for approval.*

12.2016 - 05.2017

Etisalat Masr

Customer Service Agent

Responsibilities:

- Respond to customer inquiries and solve their problems.
- Delivered fast, friendly and knowledgeable service for routine questions and service complaints.
- Utilized active listening and communication skills to address customer inquiries and escalate issues to supervisor.
- Met or exceeded call speed, accuracy and volume benchmarks on consistent basis.
- Managed high-volume of inbound and outbound customer calls.

HOBBY



Technology



Tennis



Horse Riding