

Mahmoud Abd Elhady Yousef Ali

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Job objectives:

Seeking a challenging position that utilize my computer skills and Communication skills and fulfill my ambitions and get more experience in this field.

Qualifications:

Interpersonal skills:

- Ability to work under pressure.
- Good at meeting deadlines.
- Ability to work individually and as a member in teamwork.
- Self-motivation.
- I have very Good communications skills.
- I have the ambitious to learn new things and to upgrade my knowledge.



Language skills:

	Writing	Listening	Speaking	Reading
Arabic	Native	Native	Native	Native
English	Very good	Excellent	Very good	Very good

Computer skills:

- Proficiency in using office 2003, 2007, 2010.
- I work worthily on Windows XP, Vista, 7.
- High Internet skills.
- I have the skill of electronic payment and purchase through the Internet.
- I have the skill to deal professionally with Microsoft Office software.
- I have a self-learning skills and learning through the Internet.
- I have the skill to extract official documents through e-government site.
- I have the skill of purchase on the Internet and shipped purchased through shipping companies and follow until you reach the shipment.
- I have the skill to use social networking sites.
- I have a skill maintenance Cell my myself and without the need for maintenance centers.
- I have the skill to build my own website easily and simply.
- I have the skill to prepare my resume through the Internet and use sites and search engines for jobs.
- I have the skill to protect my computer and the operating system using the software programs and Alvairol Ante virus.
- I have the skill to deal with systems Android smartphones.
- I have the skill to deal with the spread of electronic banking on the Internet and various electronic payment gateways.
- I have the knowledge and skills to enable me to exploit the Internet in the profit and achieve a return material.

Work experience:

- Worked as an agent of data entering, where I improved my it, internet, technical and computer skills.
- Worked as a sales assistant, where I improved my communication presentation and negotiation skills.
- Worked as a salesperson, where I improved my Communication Skills.
- Worked as a secretary in Faculty Of Agriculture on Sohag University

Educational background:

Education:

July 2009

Bachelor of technical institute,
Financial institutions Department, Sohag University.

Extra courses:

3 August 2014 – 3 September 2014

The foundations of the education program
Photoshop.

5 April 2014 – 5 September 2014

Egypt launched an initiative Online, which consists of a 13-cycle Free on the Internet through the site and taught me the system Claude Teacher The contents of the Session:

- 1- PC Basic Skills
- 2- PC Security and Maintenance
- 3- Electronic Government
- 4- Using internet professionally
- 5- Network Fundamentals
- 6- Social Media
- 7- Web Design
- 8- Microsoft Office 2010
- 9- Online shopping
- 10- Using Smart Phones (Android)
- 11- E-learning Basics
- 12- Job-Finding Skills
- 13- TOT Basics
- 14- Certified IT Professional User Certified issued such a certificate from the system "Cloud Teacher" got over after the first five diplomas from the training program (Initiative Egypt Online).
- 15- A certificate stating that I turn professional IT skills to use information provided by the system, "Teach me," Education website.

1 March 2014- 23 May 2014

Study in General English, Of the international English communication program aligned with the principles the new york state board of education , and I've got a Seventh Level.

23 November 2013 – 12 December 2013

Project staff training on information technology IT Training Cycle t Basic Track. The contents of the Session:

- » Typing using type shark deluxe

- » Concepts of it
- » Using computers and managing files
- » Word processing
- » Spreadsheets
- » Presentations
- » Database
- » Information and communication
- » Introduction to PC Maintenance and Protection

17 March 2012-17 May 2012

comprehensive Diploma, sponsored by Ministry of Industry and Commerce. The course included:
 Typing
 E-marketing
 Office 2007
 Business writing
 Business English
 Business administration

15 January 2012-15 May 2012

Study in General English, approved by the university Of Cambridge, and I've got a fourth level.

10 September 2011-10 January 2012

Study in International Computer Driving Licence (I C D L), approved by the UNESCO, the course Included:
 Office 2003
 Concepts of Information Technology (I T)
 Using the computer and managing files
 Word processing
 Spreadsheets
 Database
 Presentations
 Information and communications

Before 2005-July 2005

study of (INTEL) learn program, approved by ministry Of communications & information technology, the Course included:
 A lot of software technology.

Interests:

- Reading.
- Meeting new people in the same major.
- Navigation through the Internet and update the skills.
- Swimming.

Personal data:

Date of birth: January 1st 1989
 Nationality: Egyptian
 Marital status: Single
 Military status: Done

" The certificates under the request "