

## **CV**

**Mahmoud Sobhy Morsy Abdellatif**

**Date of Birth: 29-10-1987**

**Nationality: Egyptian**

**Tel.: 01016266505**

### **Education:**

- **2011 Bachelor of Education (educational technology section) in Ain Shams University**
- **2007 Technical Institute for manufacturing building materials**
- **2005 15<sup>th</sup> May Industrial Secondary School**

### **Experience:**

- **Data Entry at Radio Shak Company**  
(Registering the data of customers as well as registering and archiving the bills and the documents)
- **Customer Service Officer for collecting the charitable donations at Misr El Kheir Association**  
(Dealing and contact with customers)
- **Supporter at Census of Population**  
(Identify the family members' numbers and registering the data of the family members on Tablet)
- **Administrative Supervisor at Rowad Al Mostakbal School.**  
(following the attendance and leaving of the teachers and the students at the floors during the school day, organizing school trips for students, delivering the school books to the students at different stages and writing daily report for the events of each floor)

### **Courses:**

**English Course in educational center**

**ICDL Course in Ain Shams University Center**

**Dactylology Course in Ain Shams University Center**

### **Technical Skills:**

- \* **Microsoft Office: Word- Excel- Power Point**
- \* **Photoshop**
- \* **3DMax**
- \* **AutoCad**
- \* **Flash**