# Curriculum Vitae



## Ramy Michael Wadiea Saeed

**ADDRESS:** **United Arab Emirates /Dubai.**
**NATIONALITY:** **Egyptian.**
**MARITAL STATUS :** **Single**
**DATE OF BIRTH:** **28 April 1984.**
**PHONE:** **050/5259882.**
**EMAIL:** **Ramy_mechil@yahoo.com**

## ❖ Personal Statement:

- ❖ Able to facing the challenges of work and difficulties, as well as work under pressure.

- ❖ Able to work within a team work.

- ❖ Ability to assume responsibility, ability to manage and organize time, ability to accept criticism and praise, the possibility of adoption by others, emotional balance.

## ❖ Skills:

- ❖ Advanced File Management.
- ❖ Advanced Internet & Email Skill.
- ❖ Text Processing Skill.
- ❖ Computer networking skill.
- ❖ Skill analysis of developments.
- ❖ Problem Solving Skill.
- ❖ Researching Skill.
- ❖ Direct persuasion skill.
- ❖ Interpersonal Communication Skill.
- ❖ Organizational Skill.

## ❖ Special skills :

- ❖ UAE driving license (Private driving license).

## ❖ Education:

- ❖ Vocational School
    - Year 2001

- ❖ Assiut university, Faculty of Commerce

    - 4 Years Free Learning College, In progress

## ❖ Language:

  - ❖ Arabic and English, Fluent spoken and written.

## ❖ Computer Experience:

  - ❖ Have full experience to work on each of the:
  - ❖ Microsoft Office Access.
  - ❖ Microsoft Office Excel.
  - ❖ Microsoft Office Outlook.
  - ❖ Microsoft Office PowerPoint.
  - ❖ Microsoft Office Word.
  - ❖ Microsoft Office Picture Manager.
  - ❖ Internet & Email.
  - ❖ Computer networking.

## ❖ Software Experience:

  - ❖ Have full experience to handle with all software programs same like Internet Explorer/Firefox /Outlook.

## ❖ Work History

  - ❖ **Working in Assiut University Faculty of Computers and Information in the Egypt**

    **-In period From 2001 – Till Now.**

    **My duties :-**

    **Working as Information Technology club Supervisor responsible for Computer maintenance and Department's financial matters.**

  - ❖ **Working in *PRO & Human Resources Assistant* at Certis Security Guarding in Dubai**

    **-In period From 2011 – Till Now.**

    **To do the following tasks:**

    **1) How To Obtain Mol Quota Approval.**
    **2) Visa Issue.**
    **3) Employees Reaching The Country.**
    **4) Wages Protection System (WPS).**
    **5) Labor Card & Contract.**
    **6) Medical Check.**
    **7) Residence.**
    **8) National ID.**
    **9) Filing & Scan.**
    **10) Data Entry In Core Software.**
    **11) Managing The Leave.**
    **12)Termination & Resignation.**
    **13) Renewal Labor Card and Residence.**
    **14) Health Insurance .**
    **15) Booking Tickets.**

## ❖ Computer Experience:

- ❖ I have full experience for issue obtain mol quota approval.
- ❖ I have full experience for employment  visa.
- ❖ I have full experience about preparation the paper for employment contract .
- ❖ I have full experience about preparation the paper for medical test.
- ❖ I have full experience about preparation the paper  for UAE  emirates ID card .
- ❖ I have full experience for all government departments and rid transactions .
- ❖ I have full experience for dealing with ministry of  labour problems.

## ❖ Referees:

❖ **Assiut University Faculty of Computers and Information in Egypt**

**Tel:  (002) 088 - 2423037.**               **Ph/Fax:  (002) 088 - 2373473.**
**Email**:  **sewisy@aun.edu.eg**
**Web Site: http://www.aun.edu.eg\fac_fci\index.htm**

❖ **Certis Security Guarding in Dubai**

**Tel:   (971) 4  386  1333.**               **Ph/Fax:  (971) 4  386 1614.**
**Email: Info@certis security.ae**
**Web site: www. certis security.com**