



Personal Data:

Shimaa Abd Elkader Abd Elaal Galal

Hadabet Al-Ahram., khofo Entrance, Elharam _Giza, Egypt.

Data of Birth: 31/10/1978

Place of Birth: Elgiza

Religion: Muslim

Marital Status: Single

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Objective:

I seek a job opportunity according to my major study which assists me to enhance my skills and support my verbal qualification with more experience and to be useful member in the society.

Work Experience:

- *Administrative coordinator and organization of an integrated developmental medical convoy at the Center for Monitoring Community Problems at Helwan University 19/8/2023.*

- *Preparation, Organizing and marketing the seventh exhibition of higher education for universities at Akhbar Al-Youm Foundation ” at the Ard Elmareid in Nasr City From 9/8/2023 to 11/8/2023.*
- *Preparing, organizing and coordinating an introductory symposium on the problems facing the work of urban pioneers 1/6/2023.*
- *Preparation, coordination to An introductory seminar on intelligent integration with children & the National Initiative for Smart Green Projects in Helwan District 8/5/2023.*
- *Preparation, organization and coordination of the Edugate educational exhibition for marketing special programs and faculties departments at Helwan University at Royal Maxim Palace Kempinski Hotel, New Cairo from 7/3/2023 to 9/3/2023.*
- *The organizers of the nineteenth forum for the employment of graduates at Helwan University from 14/3/2023 to 16/3/2023.*
- *Director of the Office of the Coordinator and General Supervisor of the National Literacy Project at Helwan University from 25/7/2022 Till Now.*
- *Preparation, organization and coordination of the Edugate educational exhibition for marketing special programs and faculties departments at Helwan University at Royal Maxim Palace Kempinski Hotel, New Cairo from 8/8/2022 to 11/8/2022.*
- *Supervising, coordinating and preparing for the 18th employment forum for the employment to employ young graduates from 16/3/2022 to 17/3/2022.*

- *Organizing an exhibition "Choose your college" at the Ard Elmareid ., in Nasr City From 21/8/2021 to 23/8/2021.*
- *Organizing an educational EduGate exhibition at Royal Maxim Palace Kempinski Hotel, New Cairo from 8/8/2021 to 11/8/2021.*
- *Organizing an educational EduGate exhibition at Royal Maxim Palace Kempinski Hotel, New Cairo from 9/3/2021 to 11/3/2021.*
- *Participation for the development of slums in Kafr El-Alou - Helwan University 15/2/2021.*
- *Organizing Committee for the Ideal Employee Competition of the Vice President for Community Service and Environmental Development 19/1/2021 TO 31/1/2021.*
- *HR and Organizing, supervising and marketing exhibitions, conferences and workshops at the Vice President's Office for Community Service and Environmental Development at the University Services Marketing Center - Helwan University 1/8/2020 Up till Now.*
- *IT and HR & Organizing meetings and conferences of International Relations Office, Helwan University 29/5/2019.*
- *Organizing conferences and workshops, work Registration Form in the Strategic Planning Unit - Helwan University from 1/4/2019 to 28/5/2019.*
- *Office Manager and Data Entry on VCARD, electronic archive Programs of the Chancellor for International Agreements and Projects*

*ℳ Training and the Chancellor for Quality and Strategic Planning.,
Helwan University 14/1/2016 to 31/3/2019.*

- *Instructor ICDL and IT ℳ Data Entry, Translation , Control Works of
Faculty of Commerce and Business Administration (Helwan University)
1/2/2008 Up Till 13/1/2016.*
- *Instructor ICDL OF faculty of social work (Helwan University)
1/1/2008.*
- *Tourism internal and executive secretary of the Egyptian tourism
Company From 1/5/2007 to 1/8/2007.*
- *Editor and director of the newspaper minimum Sports from 1/2/2006 to
30/4/2007.*
- *Editor and director of Advertisements of the newspaper peace principles
from 1/3/2005 to 15/7/2005.*

Education:

University: Helwan University.

College: Faculty of Commerce and Business Administration

Department: Foreign Trade.

Graduation Year: 2002

Grade: Good

Postgraduate:

- Master from College of Computing and Artificial Intelligence (Helwan University), Specialization;(Information Systems) 2015.
- Diploma from Faculty of Computing and Artificial Intelligence- Helwan University, 2009-2010.

Language Skills:

Arabic: Mother tongue.

English: Good Command.

Computer Skills:

- IT-TOT
- ICDL
- Ms. Office Applications.

Other Studies:

- *A seminar at Youth Participation in Policy-Making of American University in Cairo in cooperation with the British Council and Think Development Solutions.*
- *A seminar What authors need to know about errata, corrigenda and retraction at Egyptian Scientific Research Group (SRGE)- National Institute for Astronomical and Geophysics Research – Helwan.*
- *HR of RIC Center.*
- *Course English of NGC Academy.*
- *Course English of Languages & Computer Academy.*
- *Training of the Association of Building Workers and timber.*
- *Training of Ministry of Communications and Information – Scientific Computing Center, Helwan University (Grade: Excellent).*
- *Training of the Ministry of Agriculture in development and maintenance of computer.*
- *Training at the Ministry of Manpower and Immigration- Institute of Applied Maadi (MAC) in Marketing, Computer, English.*

- *Training at Ministry of Military Production in Export Specialist- Faculty of Commerce and Business Administration (Helwan University).*
- *Training at Ministry of Military Production in Director of small projects – Faculty of Education – Helwan University.*
- *Training at Ministry of Agriculture and Land Reclamation in Rural development and computer maintenance.*
- *Training at Ministry of Military Production in web Design of Central Laboratory for Computer - Helwan University*
- *Training at Ministry of Military Production in Faculty of Research and Interdisciplinary Studies- Helwan University*
- *Training at Ministry of Military Production in Supervisor of educational incubation -the College of Education – Helwan University.*
- *Training at Ministry of Military Production in The field of the computer operator and carry out advanced secretarial work and work on all the basic programs of the computer.*
- *Training at Ministry of Supply and Internal Trade– Trade Registry Department in Commercial registration and protection of intellectual property rights of trademarks, designs and industrial designs.*
- *Training of the Centre for Research and Studies skills of the labour market.*
- *Training of Presidency of the Council of Ministers– Central Organization for Organization and Administration in M.S SQL Server2008.*
- *Training of General Authority for the Elimination of illiteracy and grown-up's education in Educators erase the illiteracy.*

- *Maintenance cycle and networks at the Institute for Leadership Development in Nasr City (two weeks).*
- *Training of RTC Center in CCNA and MCSA.*

Certificate of experience:

- *Organizing, supervising and marketing conferences and exhibitions for a period of 2 year.*
- *managerial in flowers nursery in Maadi 5 years.*

Hobbies:

Traveling, Drawing.

Career Type:

Public Relations, HR , Assistant teacher, IT, Instructor ICDL, Organizing, supervising and marketing exhibitions, conferences and workshops.

Reference: Available Upon Request.