

Resume

tarekmohammed2016@gmail.com

Mit Asem – Benha City – Al Qaliobia - Egypt

Mobile: 002 01277112278



CAREER OBJECTIVE:-

- Working in a place where I can participate in its development using up to date techniques, modern technology and dealing with computer programs especially MS Office program.
- My hope is to gain new skills and to have a suitable rank in society.

Experience:

IT & Monitoring Manger .

- Dar el Teb Hospital October 2016 till now.

IT & Monitoring Manger .

- El-Nagar pharmacies March 2023 till now.

GM & Owner .

- **Tarek AbdElkhalek computer Store**
- Feb 2014 till now.

Software & Hardware Technician

- Eagle Company For computer Services
(Part time) January 2013 till now.

Network Instructor

- Innovation Center For Teaching & Training
April 2013 till Oct. 2013

Software Programmer

- Compu Friend Company
May 2009 till Dec. 2011

EDUCATION:-

- A graduate student from the faculty of commerce with a pass degree.
- Graduation Year :2011.
- Benha University.

ACQUIRED SKILLS:-

- Having a good experience in dealing with Microsoft programs and the internet .
- Having the International Computer Driving License (ICDL).

- Business management Course:
ICTT September 2013 to October 2013
- Secretarial Diploma:
 - ICTT July 2013 to August 2013
- HR & Soft Skills Course:
 - ICTT 23rd June 2013 to 29th June 2013
- English Course, Level 3:
 - ICTT May 2013 to June 2013
 - Good at speaking and writing English ,and have German fair .

PERSONAL SKILLS:-

- Able to work in group, manage stress, teaching others, helpful, creative and calm.
- Ability to meet deadlines successfully maintaining the quality of work.
- The ability of learning new ideas and applying information technology .
- Interactive and fast enough to learn new technologies and sciences.

HOBBIES:-

- Dealing with computer and surfing the internet .
- Looking for what is new in the field of my work.

PERSONAL:-

I describe myself as an outgoing and friendly. I try to establish good relations with the members I work as part of the team.

PERSONAL DATA:

Name	Tarek Mohamed Abdel Khalek Mahmoud
Mobile No.	01277112278
E-mail Address	tarekmohammed2016@gmail.com
Date of Birth	August 28th ,1989
Address	Mit Asem – Benha City – Al Qaliobia - Egypt
Religion	Muslim
Nationality	Egyptian
Marital Status	Married
Military service	Performed

Furnished upon request