

Etemad Mohamed Abd El Wahab



5 , 4st , Arab Rashed el-gededa, Helwan, cairo.



01158082650



Etemad_m@capmas.gov.eg

Etemadsrs@gmail.com

Personal details

Birth date: 22/11/1987

Nationality: Egyptian

Social status: married

sex: Female

Religion: Muslim

Objective

Contribute effectively to the development of work within my institution, which I work, according to the foundations and advanced scientific methods, through upscale cooperation and positive participation with the team, in order to achieve the highest degrees of efficiency and success for me and my institution.

Education

- Study Economics Master, in faculty of commerce, Helwan University 2017/2018.
- Get a Diploma in Human Management and Development Resources, ***with very good (B+) Degree***, faculty of commerce, Helwan University 2016.
- Get a Diploma in Education ***with Excellent Degree***, Helwan University 2013/2014.
- Graduated In Faculty Of Economic And Political Sciences, Cairo University 2008/2009 With ***Very Good With Honour Degree***.

Major: Economic

Minor: Statistics

Experiences

- Statistical researcher and reviewer of publications, studies and research issued by the Economic and Tactical Statistics Sector of the Central Agency for Public Mobilization and Statistics.
- Participated in some researches of C A P M S in the field and in office.
- Human resource development **trainer** in a number of private hospitals.
- Manager of the waiting lists department at Alhadi Hospital.
- Head of Training department At Alhadi Hospital.
- Office Manager of Alhadi hospital director.
- HR responsible At Alhadi Hospital.
- Teacher for Public Administration & Business Administration at Helwan Academy.
- Economic Researcher at ECSEC.
- Receptionist and Secretary at Alhadi Hospital.

Courses

- Export to Africa.
- Development planning in developing countries.
- Policies for sustainable development.
- ITP (Institutional Testing Program) TOEFL Test.
- Training of Trainers-TOT(2017)
- Occupational safety and health in hospitals(2016)
- ICDL (nov2010 & nov2013& Apr 2014)
- Human Resources Management (At Helwan University, 2014)
- English (jul2006&sep2010&mar2013)
- Human Resources Development (At Our Vision Model,Mar2008)
- Marketing, Owner Ship, Finance (At Eye Model,Jul2007)
- Soft skills (mar2007)

Skills & Personal Characteristics

- Excellent in business administration and team management.
- Excellent in economic and financial analysis.
- Excellent in developing plans and inventing and formulating ideas.
- I have the skill of drafting letters.
- I have the skill of speaking, training and teaching.
- Excellent in the use of computers and Office programs.
- Very good at using English.
- Able to work in a team work, and participate in various activities.
- I am good at analytical reading and research.
- Able to lead and take responsibility.
- I am good at solving problems and making decisions.
- I am good at arranging and organizing celebrations, meetings and training programs.