



# Ahmed Mahmoud Hemdan

## OBJECTIVE

To get position at your institution, to gain further experience. Using my skills and knowledge in order to maximize institution potential.

## SKILLS

- Work under pressure.
- Ability to develop and team lead.
- Ability to work with patience.
- Ability to think quickly and logically.
- Flexible.
- Distribute tasks to the team.
- Participate in setting Work System regulations.

## PERSONAL INFORMATION

**Birth :** 26 July 1985

**Military:** Exempted



Future City, El Nozha-Cairo



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## EXPERIENCE

### Arab Institute for Continuing Professional Development (AICPD) - Arab Medical Union:-

- Head of the Educational Affairs Department, from 2022 till now.
- Head, Short-Term Trainings Unit, from 2014 to 2022.
- Head, Student affairs unit, from 2014 to 2022.
- Administrative Coordinator, from 2011 to 2014.
- Accountant, from 2010 to 2011.

### Organizing the Annual Conference of the Egyptian Society for Infection Control , and the Annual Celebration of Hand Hygiene:

- Head of Administrative team organizing the conference, from 2014 till now.
- Coordinator of Public relations Conference, from 2010 to 2013.

### Arab Commission for Accreditation of Professional Programs(ACAPP):-

- Executive Secretary from January 2021 till now.

### Egyptian Association for patient's safety (EAPSA)

- Executive Secretary, from 2011 to 2019.

### TIBA Company for Real State:

- Accountant, from Aug-2008 till Jan-2010.

### AC Nielsen Company:

- Data Entry and Data references, from July-2007 to July-2008.

## EDUCATION

- Bachelor of Commerce, Business Administration Division, Cairo University- Year of graduation 2021.
- Commercial technician above average Diploma, AL Matareya Institute - Year of graduation 2006.