

# Hani Youssef Ahmed

Egyptian, Male

Born on 06/11/1986

Villa No. 152, 8th Neighborhood, 1st residential district

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## **PERSONAL PROFILE**

A devoted hard-working individual with a passion for what I do. A confident team player with good leadership skills as well as crisis management. Ambitious, always take the initiative, and contribute positively. Good negotiation skills and persuading capabilities. Open-minded with a passion for knowledge and exchanging cultures. I love the love of muscular work, I am good at learning, quick understanding, and the ability to self-learn and progress in work quickly and quickly, with observation and understanding. I love working in a team, specializing in work, the ability to manage risks, calm behavior, and good handling of risks.

## **EDUCATION**

**Bachelor's degree of Education – Tanta University (2007)**

*Degree: Good*

**Teaching methods diploma – Tanta University (2008)**

*Degree: Very Good*

**High school degree (2003)**

*Degree: Very Good*

## **COURSES & TRAINING**

- ❖ **May 2008** : (Tanta University - Tanta)  
Network Course
- ❖ **May 2008** : (AXON Global Education Network – Tanta)  
Intermediate Stage English Course
- ❖ **Septembre 2009** " : (IBA - International British Academy - Alexandria)  
(ICDL) International Computer Driving License
- ❖ **Jun 2010** : (British Academy – Alexandria)  
Graphic Course
- ❖ **Jun 2013**: (Notting Hill College – Egyptian American Center -Alexandria)  
Intermediate Stage of NHC General English Programme
- ❖ **December 2013**: (Notting Hill College - Egyptian American Center - Alexandria)  
Upper-Intermediate Stage of NHC General English Programme
- ❖ **August 2014**: (Notting Hill College - Egyptian American Center - Alexandria)  
Advanced Stage of NHC General English Programme
- ❖ **December 2014**: (Direct English - Egyptian American Center - Alexandria)  
Direct English – Conversation Course - Level 4
- ❖ **January 2015**: (Direct English - Egyptian American Center - Alexandria)  
Direct English – Conversation Course - Level 5
- ❖ **November 2017**: (Alison - Online Learning)  
Workplace Safety and Health Diploma

- ❖ **November 2017:** (OSHAcademy Safety and Health Training)  
Working with OSHA
- ❖ **November 2017:** (OSHAcademy Safety and Health Training)  
Introduction to Hazard Communication
- ❖ **November 2017:** (OSHAcademy Safety and Health Training)  
Electrical Safety for Employees
- ❖ **March 2021:** (Udacity)  
Digital Marketing Nano Degree (Challenger Track)
- ❖ **March 2021:** (Udacity)  
Digital Marketing Nano Degree (Professional Track)
- ❖ **May 2021:** (Udacity)  
Digital Marketing Nano Degree (Advanced Track)
- ❖ **September 2021:** (Udacity)  
Web Development (Challenger Track)

## **EXPERIENCE**

- ❖ **Jun 2008 – February 2011 :** (Asiah Group – Alexandria)  
Safety Man
- ❖ **Mach 2011 to October 2015:** WIDL(World International Deriving Licence – Alexandria)  
Visa Coordinator and Designer (Logo, Flyer, Photos for social media posts,..)
- ❖ **October 2015 to March 2020:** WIF Academy for Translation, Study Abroad, and Visa Services  
Visa Coordinator
- ❖ **April 2020 till present:** Fast Green Company  
Administrative Manager

## **SKILLS**

### ✓ **Computer:**

MS Word, PowerPoint  
Adobe Photoshop  
Adobe Illustrator

### ✓ **Languages:**

Arabic: Native  
English: Very Good (written and spoken)

### ✓ **Interpersonal:**

The ability to work well as part of a team but also use own initiative  
Excellent team leader  
Problem-solving skills  
Easy working under pressure and in hard conditions  
Dependable and trustworthy  
Public speaker  
Strong communication skills  
Hard-worker/ Active  
Flexible and fast adaptable