
Wael Ashraf Khalaf



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PERSONAL DATA

Birth Date: 10/09/1986
Place of Birth: Albaha -Saudi Arabia.
Gender: Male.
Nationality: Egyptian.
Military Status: Postponed
Marital Status: married.

EDUCATION

July 2009 Faculty of Information Systems – El Shorouk Academy

B.Sc. of Information systems.
Overall Grade: V.good.
Graduation project :

- **Title:** Oriental weaver's website.
- **Grade:** Excellent (A+)

PROFESSIONAL EXPERIENCE

Company: O GENERAL GROUP from 2011 to 2014

Position: IT MANAGER of O GENERAL GROUP.

Part of the administration team responsible for performance, integrity and security of a database, In addition to planning, development and troubleshooting.

My responsibilities included the following:

- Developing, managing and testing back-up and recovery plans.
- Responsible for managing the company's website .
- Ensuring that storage, archiving, back-up and recovery procedures are functioning correctly.

Company: Future IT .

Position: IT.

- Responsible for the development of programs using ASP. Net and marketing of those programs.

Company: Arab east center for training .

Position: Executive Director .

- Develop an annual budget plan for the organization and allocate this budget
- Creating job opportunities and setting administrative policies
- Establishing and maintaining good relations with various community organizations
- Reporting to the Board of Directors and working closely with it for decision making
- Supervising and cooperating with the organization's staff members
- Develop and implement strategic plans
- Supervising the organization's board of directors and its meetings
- Oversee the marketing process and other communication efforts
- Reviewing and approving service contracts
- Workplace

MICROSOFT CERTIFICATIONS

- **Scholarship of the Ministry of Communication** in Object Oriented – MCIT in (2011).

Microsoft certificates:-

- TS: Microsoft® SQL Server™ 2005 -Implementation and Maintenance.
- TS: Microsoft .NET Framework 3.5, ADO.NET Application Development.
- TS: Microsoft .NET Framework 3.5, ASP.NET Application Development.
- PRO: Designing and Developing Windows Applications using Microsoft .NET Framework 3.5.
- TS: Microsoft .NET Framework 3.5, Windows Forms Application Development.
- TS: Microsoft .NET Framework – Application Development Foundation.
- TS: Microsoft® .NET Framework 2.0 - Web-based Client Development.

UNESCO CERTIFICATIONS

International Computer Driving License (ICDL) from **UNESCO**.

TRAINING COURSES

- **Diploma in personal skills.**

- **Tofel test.**

- **SQL server 2008.**

- * **Web Design Diploma :**

Completion Date: 2009

Grade : V GOOD

Degree,: Successfully completed the **Web Dsign In :**

- HTML.
- Flash.
- Dreamweaver.
- Photoshop.

SKILLS

- Systems/Network Administration, Maintenance, & Troubleshooting System Connectivity & Security
- Excellent analytical, communication, presentation, leadership and selling skills. Self- motivated, good team player and work very good under stress and in challenging Situations
- Working under pressure and under conditions of stress.
- Suit the demands of a Career in a highly competitive market

LANGUAGES

Arabic: Mother Tongue

English: good command of spoken, & written