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**Educational Qualifications: Bachelor in Civil Engineering From  
Cairo University 1993**

### **CAREER OBJECTIVES:**

Searching For A position In Good Organization that will allow me to have a chance to perfectly use my skills and capabilities, have more experience, and further develop my technical skills

### **Skills:**

#### **Lecturer / Trainer Computer Science/ Training, Marketing & Operation Manager**

**A dedicated professional encompassing 15+ years of proven, unrivalled experience in various facets of IT industry. Acknowledged throughout career as a service-centric process-driven personnel who can work under pressure to meet deadlines and produce strong sustainable results. Demonstrated committed administrative and organizational skills along with innovative approach to the many challenges encountered in my career. Experienced in absorbing volumes of technical information and conceiving realistic solutions utilising strong research, problem solving and analytical skills. Strong communication skills both orally and written. Currently seeking an opportunity to apply innovative and leading-edge previous skills and expertise to achieve company goals. Technical skills include:**

- I Have Good experience and qualification as a planning engineer in the building and infrastructure construction. I should be proficient in using Primavera P3, Primavera Enterprise, MS Project, MS Office applications AutoCAD 2d\_3d, 3D Studio max, VRAY and Adobe Photo shop. Also I have the ability to work efficiently and demonstrate effective organizational skills and interpersonal skills.
- I have the ability to Teaching various companies and students workshops training in Engineering applications processing and Project Managements software
- I have also the ability to handle multiple tasks and have strong communication and presentation skills including fluent written and spoken English.
- Planning and organizing, computer literate
- Ability to Work under pressure, control over operations. Also, ability to manage several projects and handle multiple issues within a limited timeframe
- Familiar with planning software packages like MS Project / Primavera.
- I have the Capability of preparing Work shop drawings independently.
- Well familiar with AutoCAD (latest version) and knowledge in Micro station, Autodesk Building Services (ABS) , architectural Desk top and AutoCAD Map 3d
- Skills in Drawing / Designing / Calculating / checking specifications & drawings / Collecting Information

- 4 to 7 Years of Work Experience in a designing and engineering works for Residential and commercial building projects

Oversee all engineering works at & off site to ensure high quality, & efficiency outcome. Also coordinate all subordinates work Duties

## **EMPLOYMENT**

### **UTTC "Dubai" Media City" "Knowledge Village U.A.E "Dubai"**

**2/2005 - Up-to 21 Nov 2011**

- Training Development and Branch Manager
- Provided final approval for Training Courses, fully functional Engineering course ware solutions. Oversaw recruiting and training, resource allocation, and employee assessment functions. Built and mentored cohesive, qualified teams committed to meeting schedule and budgetary need
- Develop curricula and facilitate companies training for Engineer applications and employees. Supervise daily activities of Computer software applications, Successfully applied for training courses
- The Project Management of Operating Expenditure Projects and Capital facility modifications, updates, expansions and engineering studies.
- The Project Engineer will manage the development of projects from receipt of initial scoping definition through to handover to Operations and final project closeout. Includes the execution of all activities associated throughout all the project phases consistent with the project's objectives in regards to safety, controls, quality, cost and schedule.
- Design and develop training and development programs based on both the organizations and the individual's needs.
- Responsible for working in a team to produce programs that are satisfactory to all relevant parties in an organization.
- Managing regular staff appraisals and reviews and making sure staff have opportunities for ongoing development
- Amend and revise programs as necessary, in order to adapt to the changes that occur in the work environment.
- Supervising the work of trainers.
- Analyze training needs to develop new training programs or modify and improve existing programs.

#### **Duties and Responsibilities Include:**

**1-** Managing the day-to-day operations of the Training Center Planning,

**2-** Recommending and implementing the Training Center program

**3-** Guiding the development of fundamental change for the

**4-** Training Center program to facilitate growth and financial strength

**5-** Developing a written strategic plan for the program (covering finances, - operations, marketing, staff development, communications and policy) with annual objectives

**6-** Supervising internal and external communications

**7-** Seeking opportunities to develop new revenue sources

**8-** Developing contacts and partnerships with other organizations and individuals to increase awareness of the Training Center and advocate on its behalf working with staff and instructors to establish effective

**9 -** Training Center Intern Team Developing,

**10 -** Implementing and ensuring that both instructors and candidates are seeing both financial success, and positive instructor's development communicating with the management to ensure that the program serves - the company

### **Key Qualifications**

Teaching various companies and students workshops training in Engineering applications processing and Project Managements software

- **Saudi Armco** "AutoCAD , Dream Weaver, Adobe in Design, Flash"
- **Saudi SEC Saudi Electrical Company** " Flash ,Dream Weaver Author Ware, Captivate "
- **Dubai Municipality** " Micro station" & Primavera Enterprise
- **Sharja Municipality** " Ms Project"
- **Al Ain Municipality** Project Management "Primavera P3"
- **Human Resource Sharja** "Adobe Photo Shop , Flash"
- **Human Resource Dubai** "Ms Project"
- **Human Resource Sharja** "Flash Developer"
- **Sharja Air Port** "Director ,Flash , Dream Weaver , 3DStudi Max , VRAY"
- **Dubai Police** " Gis – adobe photo shop"
- **Dubai Customs** (Gabal Ali ) "AutoCAD – architectural Desktop"
- **Tourism Depart** "adobe illustrator – adobe in design – adobe Photoshop"
- **Ministry of Education and Youth** " 3d studio max – adobe photo shop"
- **Dubai international air port** " Director – Flash – Dream weaver -3dstudio max"
- **Engineering constructing co** " AutoCAD , Micro station , Sap2000, primavera Enterprise"
- **Emirates General Petroleum Corporation** "Ms Projects, GIS"
- **The National Human Resource Development** " Ms Projects"
- **Sharja T.V** " Adobe After Effects"
- **Sudan Nile Petroleum** "GIS"
- **MBC Channel** " Ms Project"
- Primavera **Saudi Electrical Company** "KSA"

### **Experience in Marketing, Sales and Operation:**

- I have experience in the Training Sales , Marketing business field, A valid UAE "United Arab of Emirates "D/L and Egyptian D/ L Driving License
- Strong personality with good negotiation skills

Assist in annual budget planning process and regularly monitor expenditures.

- Achieve monthly and yearly budgets for sales & profit Sales acumen, relationship-building and business development skills
  
- In-depth knowledge of sales skills
  
- Business, Personal and People management (Strong Communication, Customer Handling, Effective Interpersonal, Negotiation & Business Management Skills)
  
- Conduct business visits to the clients (companies, groups) to present the products and maintain relationships to recommend suitable module Of Training as needed.
  
- Contact regular and prospective customers to demonstrate product features and solicit orders.
  
- Answer customer queries about product prices, availability, warranty, and credit terms, give the proper quotation & coordinate for delivery dates.
  
- Consult with clients after sales or contract signings to resolve problems and to provide ongoing support.
  
- Provide regular visits to customers to follow up their daily need for our products.
  
- Follow up with other departments (Logistics) to check the sales process progress.
  
- Monitor fleet market conditions, product innovation, and competitor's products, prices, and sales.
  
- Recommend promotional and advertising activities whenever it is needed
  
- Provides input during yearly sales plan establishment.
  
- Provide daily, weekly and monthly reports about sales activities, visits, customer listing and sales progress.
  
- Participate in the development of sales goals and objectives

**- Computer Literacy**

1. Leads the systems sales business by executing account management strategies that facilitate long-term customer relationships with targeted customers.
  
2. Identify and cultivate new sales and business opportunities in order to meet sales target objectives for the respective business areas.
  
3. Identify a clear understanding of client inquiry requirements and relay same back to Engineering or Operations managers for the generation of commercial/technical proposals.
  
4. Promote the company's portfolio of services to existing and new clients

**Training Courses for Engineers:**

- PMP "Project Management Professional"
- Micro Station 95 , j ,v 8.1
- Auto Cad 2D,3D
- Architectural Desk Top , Auto cad Map 3D , Map Guide
- Primavera & Ms project For Planning Management

- Preparing Drawings With AutoCAD , Micro station j , Geomedia {Gis}
- Structural Analysis Sap 2000

### **IBM (ATC)-Cairo, A.R.E 1/1994-12/2004**

#### **TITLE: Instructor, Operation Manager**

#### **Job Description**

Structure and produce training materials to deliver training.

- Design, deliver and coordinate training to meet client's objectives.
- Maintain company's quality standards either within a fixed term contract or a permanent contract.
- Identify and analyze Training Needs of the staff in order to meet them through well designed needs based training programmes.
  - Responsible for updating and computerization of manually drafted Civil and Architectural drawings using AUTOCAD, Micro Stations For Student projects
  - Providing technical advice and assistance to architects/engineers/ contractors in technical review and interpretation of construction plans
  - identifying training and development needs within an organization through job analysis, appraisal schemes and regular consultation with business units/ store managers and human resources departments;
  - designing and developing training and development plans and then programmes based on both the organization's and the individual's needs;
  - considering the costs of planned programmes and keeping within budgets as assessing the return on investment of any training or development program is becoming increasingly important;
  - working in a team to produce programmes that are satisfactory to all relevant parties in an organization, such as line managers, accountants and senior managers at board level; developing effective induction programmes;
  - conducting appraisals; devising individual learning plans; producing training materials for in-house courses;

- managing the delivery of training and development programmes and, in a more senior role, devising a training strategy for the organization;
- monitoring and reviewing the progress of trainees through questionnaires and discussions with managers;
- ensuring that statutory training requirements are met; evaluating training and development programmes;
- helping line managers solve specific training problems, either on a one-to-one basis or in groups;
- keeping up to date with developments in training by reading relevant journals, going to meetings and attending relevant courses;
- updating the training report monthly to track the trained departments, individuals and training hours

#### **Training Engineers on**

- Micro Station 95 , j ,V8.1
- AutoCAD 2D , 3D All Versions
- Flash with Action Script for A stunning Web design.
- Director With Lingo LANGUAGE For Video Editing
- Dream Weaver & Front Page 2000 For Building Web Site
- 3D Studio Max , Vray
- Primavera & Ms project For Planning Management
- Leading the Project Works Web Application Development
- Preparing Drawings With AutoCAD , Micro station j , Geomidia {Gis}
- Preparing Seminars ,Demos And Exhibitions
- Designing Packages , Brochures And Posters
- Adobe photo Shop, Illustrator ,in Design

#### **New Horizon-Cairo, Contraco, Synergy, Global & YAT Training centers In Egypt A.R.E "Part time" 2/2001 - 1/2004**

- Teaching Programming courses (Primavera, Micro Station ,Ms Project For Project Management Auto Cad , “GIS” Geographic Information System and Sap 2000 For Structural Analysis Programs)
- Graphics , Web Sites, Multimedia , 3d animation, Audio , video Editing

**Computer Qualifications and Certificates:**

- Macromedia Certified Professional (Flash Developer)
- Autodesk Certified Instructor
- Discreet Certified Instructor
- Adobe Photoshop CS Certified ACE
- Macromedia Certified Professional (Dream weaver 4.0 Developer)
- -CIW Certified Professional
- Microsoft Word 2000 Expert
- Microsoft Excel 2000 Expert
- Microsoft PowerPoint 2000
- Microsoft Access 2000
- Microsoft Outlook 2000

**Operating Systems:**

- Windows 98 – 2000 -XP

**Microsoft Office:**

- Microsoft Office ( Word –Excel –Access –Outlook )
- Ms project For project Management
- Microsoft Office Power point

**GEOGRAPHIC INFORMATION SYSTEM (GIS)**

- AutoCAD ( 3 levels)
- Auto Cade Map 3d
- Database
- Arc View
- Auto Desk Map guide 2008(2 levels)

**PROJECT MANAGEMENT AND ENGINEERING APPLICATIONS**

- Primavera P3\_6.1 ,Primavera Enterprise For project Management ( 3 levels)
- Holding PMP and I have Exam according to PMI \_ Last Of Feb 2012
- Ms project For project Management
- Cad (Drafts and perspective)
- Architectural Desktop 2005-2008
- AutoCAD (2d-3d) (3 levels)
- 3D Studio Max ,VRAY
- Micro station 95, SE , j ,V 8.0
- Structural Analysis Programs
- Sap2000 (2 levels)

**GRAPHICS, AND WEB SITES :**

- Adobe Photo shop 6,7 , 8 ,CS4 & CS5 ( 3 levels)
- Adobe In Design
- Adobe After Effects ( 2 levels)
- Quark Express
- Corel Draw 9-10 –11 - 12
- Macromedia Free Hand 9-10-Mx
- Adobe illustrator 8 , 9, CS4& CS5 ( 3 levels)

- Adobe Dream Weaver (Ultra Dev & Mx) For Building Web Site ( 3 levels)
- Adobe Flash With Action Script (4 levels)
- Microsoft Office Front Page For Building Web Site (2 levels)
- Internet Fundamentals

### **MULTIMEDIAN AND 3D ANIMATION**

- 3D Studio Max ( 5 levels)
- Vray (2 levels)
- Combustion ver 3 -4
- 3D Studio Viz. (2 levels)
- Macromedia Flash MX With Action Script (4 levels)
- Macromedia Captivate {2 levels}
- Macromedia Author Ware {2 levels}
- Director With Lingo LANGUAGE For Video Editing {2 levels}