

# AHMED RADY ABDULGAWAD

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## SUMMARY

Business graduate with strong skills in project management, finance, and business analysis. Experienced in teamwork, organizational tasks, and problem-solving. Proficient in data analysis, reporting tools, and Microsoft Office. Committed to continuous learning and developing leadership and strategic planning abilities.

## EXPERIENCE

### Business Project Intern

Jan 2024 – Mar 2024

*University Project / Training Program*

- Worked on a business simulation to enhance operational efficiency.
- Conducted market research and competitor analysis.

### TimeKeeper

May 2022 – Feb 2023

*Orascom, Cairo*

- Led and coordinated a team to meet project goals.
- Managed resources and ensured timely project completion.

### Supervisor - Ibn El-Balad Restaurant

Sep 2020 – Mar 2021

*Location: [Alexandria]*

- Led staff, ensuring quality service and efficient operations.
- Trained new employees and managed inventory.
- Handled customer complaints and maintained a clean work environment.

## EDUCATION

### Bachelor of Commerce

Sep 2019 - Oct 2023

Higher Institute of Administrative Sciences

- **GPA 2.26**

## ADDITIONAL INFORMATION

### Technical Skills:

Corporate Accounting, Project Management, Business Analysis, Financial Reporting,  
Microsoft Excel & Word &  
PowerPoint, Data Analysis (Basic knowledge of Power BI / Excel Pivot Tables), Customer  
Relationship Management (CRM)

### Languages:

- English B1, Arabic(native)

### Certifications:

- Project Management Professional (PMP) (in progress or completed)
- Microsoft Excel Specialist
- Business Communication Skills – Coursera

### Awards/Activities:

- Member of the University Business Club – Organized workshops on entrepreneurship and business strategies
- Participated in a national-level case study competition – Top 10 Finalist