



Shady

Adel Mohamed Zaky

Address: Bilbeis– El_sharqia - Egypt



Phone: 20+1286225073



Email: Adelshady005@gmail.com



EDUCATION

Graduated from Al-Obour High institutes - Faculty of Management information systems (MIS). (Bachelor's) May (2016– 2020) , Grade 75% Overall very good , And an excellent grade in the graduation project.

Graduated from Helwan University – Faculty Business Information System (BIS). (Diploma)

Personal Data

Date of Birth: 1/1/1999

Marital Status : Single

Nationality: Egyptian

Military service: final exemption

I own a private car driver's license.

Objective

She was awarded a **Diploma** of Business Information Systems (**BIS**) from Helwan University and also received a **Bachelor's** degree in Management Information Systems (**MIS**) , where I started working directly at the university that I was joining in my field of management information systems, and I started in administrative work. I have experience in academic training, I have some experience in the field of management and computer science, including preparing reports,

processing and documenting data, following up and training human resources, supervision and accounting work as well, and organizing events and presentations. Presentation, fast learning speed, individual work and team work, and I also have computer skills, Prior to that, I had some of the achievements in the university educational stage, which are volunteer work in student activity, acquiring team and individual work skills, accomplishing tasks in a quick way in a work team, and how to manage time.

I completed many analytical, organizational, planning and executive projects beside courses during four years of university education until Now I am still in my work, working hard to develop myself and my personality for the better.

Soft skills

Microsoft Office (IT – Word – Excel – PowerPoint – outlook – access) - Oracle Data Base – Odoo Functional - Problem solving skills - Reports preparation - Leadership and decision making - Public relations – Presentation and Communication skills - Ability to work individually as well as in group environment - Quick learner with good grasping ability – Human resources – Accounting- time management.

Experience

- Works as coordinator at Al-obour Training and Education Center (ATEC) from Oct 2020 till now.
- Digital Transformation Instructor at (ATEC) Center from Sep2021 till now.
- Faculty member at the National Union Academy for leadership Development from May 2021 till now.

SELFSTUDYS

Microsoft Office - English Skills – IT - Database tools – Odoo functional – Digital Transformation

VOLUNTEER WORK

- Student activity within the university.
- Public Relation head at OI-HUB Team 2019.
- HR Manager First Term in OI-HUB Team 2020.
- Team Leader in the Second Semester of the OI-HUB Team 2020.

Projects & Participations

- Analysis of the Al-Obour Training Education Centre (ATEC) database in 2022.
- Analysis and design of the Oracle database for the Life Analysis Laboratory at the Eastern Belbeis in 2019.
- Arduino 3D printer 2020 Graduation Project, Excellent Grade.
- Freelance project management, an outside business from 2015 until 2021.
- She participated in the event of the Faculty of Engineering at Port Said University 2019.
- She participated in the events and student activity in the transit institutes and obtained a degree during the period of education in the college.
- A sound alarm project was built during my work at Al-Obour Center for Training and Education and obtained an honors degree in 2021.
- Organizing an event at the Higher Obour Institute for Management, Computers and Information Systems in the year 2020.

Certifications

- Diploma Business Information System (BIS).
- Bachelor's Management Information Systems (MIS).
- Certificates of experience.
- Excellence in student activity at the Al-Obour High Institute.
- Participation and distinction in the Faculty of Engineering event, Port Said University.
- Digital Transformation
- ICDL
- English
- Oracle
- IT Essential
- Odoo functional
- Digital Marketing

LANGUAGES

1. Arabic
2. English