

Sample (1)

Fatma Ahmed Mohamed Ahmed

Address: El Sheik Zayed District, Ismailia.

Mobile: (+2) 0100000 22 22

Email: Fatma.ahmed@gmail.com

Objective

Obtain accounting position with ABC Company that will employ skills and experience accumulated during academic years.

Education

Bachelor of Commerce, Suez Canal University (SCU), Ismailia.

June 2016

Department: Accounting.

Grade: Very Good.

Summer Training

Trainee, National Bank of Egypt-NBE, Ismailia Branch.

Summer 2015

- Promoted loans and deposits through the sales department.
- Opened new accounts for about 10 customers daily.
- Estimated and audited interests for about 200 accounts.

Volunteer Work

Member, Human Resources, Takatof Organization, SCU.

Oct. 2015 -Present

- Participate in several recruiting campaigns.
- Screen CVs for new applicants.

Member, Public Relations, Ehlam Team, SCU.

Nov. 2014-May 2016

- Organized fund raising parties to help the team.
- Planned and implemented events to raise the awareness of social duty.

Courses

EDU Egypt Program, Hosted by Ministry Of Communications, Ministry Of High Education, Conduct by Information Technology Institute Development Agency (ITIDA). June 2015
the following modules were covered:

- Customer service
- Business English
- Soft Skills

Skills

Computer:

- Avid internet user
- Excellent working knowledge of Microsoft Office
- Good working knowledge of Peachtree.

Language: Excellent knowledge of English.

Sample (2)

Mina Adel Habib

Mobile: (+2) 0100 555 5555 | (+2) 0114 444 4444

Email: m.adel@gmail.com

Education

June 2018

Expected degree: Bachelor of Pharmacy, Suez Canal University (SCU), Ismailia.

Overall Grade: Very good.

Experience

Oct. 2016 - present

Community Pharmacist, Elrahma Pharmacy, Ismailia.

- Assist customers and provide pharmaceutical advice.
- Keep accurate record of all medicine.
- Keep track of medicine quantities and make an order if needed.

Summer Training

Summer 2016

Trainee, Sanofi Aventis, Cairo.

- Actively participated in a 2-week training.
- Conducted visits to around 5 clinics daily.
- Achieved the monthly target.

Activities

Oct. 2016 - Present

Head, Human Resources, Be The One student group, Faculty of Pharmacy, SCU.

Nov. 2015 - Oct. 2016

Member, Be The One, SCU.

- Plan and implement the need for new recruits.
- Provide guidance to the team in carrying out different tasks.
- Participated in the recruitment campaign.

Sept. 2016

Employability Skills Training, Employability and Career Development Center (ECDC), SCU.

- Discovered social profile that determine how to communicate with others.
- Experienced working in a team and communicate with different characters.
- Conducted a successful presentation individually and as a part of a group and acquired knowledge about leadership skills.

Skills

Computer:

- Avid internet user. Very good working knowledge of Microsoft Office.

Languages:

- **English:** Excellent in spoken and written English.

Sample (3)

سعيد محمد أحمد

الإسماعيلية- 123 حي الأسرة

موبايل: 01004545458

بريد الكتروني: saiedMohamed@gmail.com

المؤهلات الدراسية :

بكالوريوس الهندسة المدنية من معهد الصفوة العالي للهندسة، يوليو ٢٠١٣
مشروع التخرج: تصميم المنشآت الخرسانية المسلحة
كان المشروع قائم على:

- تصميم برج سكني مكون من ١٣ طابق بالإضافة إلى خزان مياه و صاله مغطاه.
- حصر و تحليل الكميات للخامات المستخدمة.
- عرض لوحات المشروع أمام لجنة التحكيم المكونة من ثلاثة خبراء.

خبرة العمل:

مهندس موقع، مباني مصر للمقاولات العامة، محطة كهرباء الشباب بالإسماعيلية. مايو ٢٠١٧ - حتى الآن

- تنفيذ أبراج مراقبة و غرف تجميع مياه الأمطار و خزانات مياه.
- تنفيذ كافة الأعمال بالمحطة بالتنسيق مع شركة اركيرودون للإنشاءات.
- تسليم الأعمال للشركة الإستشارية لهندسة محطات القوى و الطاقة الكهربائية (بجيسكو).

مهندس موقع، مكتب علاء صبري الهندسي، بالإسماعيلية. أغسطس ٢٠١٦ - مايو ٢٠١٧

- تحليل و حصر كميات للمواد المستخدمة في المشروعات القائم بتنفيذها المكتب.
- تعديل واجهات و خرسانات فيلا قائمة بالفعل و تنفيذ التشطيب الداخلي لها.
- إنشاء و ترميم عدد (١٠) مشروعات مختلفة.

مهندس موقع، شركة النور للمقاولات، بالإسماعيلية الجديدة. أبريل ٢٠١٥ - أغسطس ٢٠١٦

- تنفيذ عدد (٤) مباني سكنية بداية من الحفر.
- تسليم الأعمال لمكتب صبور للإستشارات الهندسية.

التدريبات الصيفية:

متدرب، المقاولون العرب، مشروع مبنى إداري لكلية الصيدلة بجامعة قناة السويس بالإسماعيلية، أغسطس ٢٠١١.

متدرب، المقاولون العرب، مشروع مباني سكنية بالشيخ زايد بالإسماعيلية، يوليو ٢٠١٠.

تضمن التدريب الآتي:

- تنسيق اللوجيستيات اليومية بالتنسيق مع عمال الموقع.
- حضور ورش عمل داخل الموقع عن حصر و تفريد حديد التسليح.

المهارات:

اللغة: مستخدم جيد للغة الإنجليزية.

الكومبيوتر: مستخدم جيد لتطبيقات مايكروسوفت.

مستخدم جيد لبرنامج أوتوكاد و ساب ٢٠٠٠

معلومات شخصية إضافية:

موقف التجنيد: أدى الخدمة العسكرية بتاريخ مارس ٢٠١٥

رخصة القيادة: خاصة.

Career Corner

Career Development and Languages Courses

Resume/CV Action Verbs

Management skills	Communication skills	Clerical or detailed skills
administered analyzed assigned attained chaired contracted consolidated coordinated delegated developed directed evaluated executed improved increased organized oversaw planned prioritized produced recommended reviewed scheduled strengthened supervised	addressed arbitrated arranged authored corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated motivated negotiated persuaded promoted publicized reconciled recruited spoke translated wrote	approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated organized prepared organized prepared processed purchased recorded retrieved screened specified systematized tabulated validated
Research skills	Technical skills	Teaching skills
clarified collected critiqued diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized reviewed summarized surveyed systematized	assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repair solved trained upgraded	adapted advised clarified coached communicated coordinated developed enabled encouraged evaluated explained facilitated guided informed initiated instructed persuaded set goals stimulated
Financial skills	Creative skills	Helping skills
administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched	acted conceptualized created designed developed directed established fashioned founded illustrated instituted integrated introduced invented originated performed planned revitalized shaped	assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided referred rehabilitated represented

Source: Boston College Career Center (www.bcu.edu)