

Hiba Mohamed Sayyed

Training Specialist – Data Analyst



Objective

Seeking a Challenging position in a reputable organization with a development potential in order to utilize my qualifications and invest my skills.

Contact Details

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 www.office-new-world.blogspot.com

Skills

1. Instructor:

- a. Responsible for managing the overall professionalism while dealing with Trainee
- b. Responsible to monitor the Trainee to see their work and give advice to improve them
- c. Designing and implementing a lesson plan that will allow Trainee to learn effectively
- d. Ability to analyze Trainee's needs
- e. Ability to connect with students

2. Data Analyst:

- a. Proficient in MS Excel till version 2013, SPSS and Minitab
- b. Examined reports and presented findings in PowerPoint and Excel
- c. Implemented projects to meet organizational requirements
- d. Created tables in Access and merged data into Word templates
- e. Advanced Analytical Skills
- f. Excellent Time Management Skills, Including ability to multitask successfully
- g. Comfortable working on both Individual and groups Projects
- h. Solid ability to meet tight deadlines while maintaining accuracy
- i. Excellent communications and organizational skills

3. General:

- a. knowledge of search engine optimization (SEO) HTML code, keyword research and Web content creation
- b. Good written communication and understands how to conduct online advertising campaigns
- c. Manage & optimize ad words campaigns report & analyze campaigns
- d. Demonstrated proficiency with windows environment, databases, Microsoft office suite, email newsletters, internet and web- based advertising such as (www.google.com, www.yahoo.com, www.constantcontact.com, etc...).

Education

University Degree : Premaster of statistics
University : Ain Shams University
Faculty : Commerce
Major : Statistics and Computer Studies
Grade : In Progress
Graduation Year : 2015

University Degree : Diploma in Quantitative Method
University : Ain Shams University
Faculty : Commerce
Major : Statistics and Computer Studies
Grade : Excellent (Third Position)
Graduation Year : 2014

University Degree : B.A. Education
University : Ain Shams University
Faculty : Commerce
Major : Accounting
Grade : Good

Graduation Year : 1999
High School Degree : Thanawia Ama
High School Name : Omar Ebn El Katab Language School

IBM AND MICROSOFT CERTIFIED ATTEND IN:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. HTML Language and its Advanced level 2. Internet Fundamentals 3. Network Fundamentals 4. C Language 5. Windows 2000 Administration 6. Java script & CSS 7. Java language 8. Design Methodology and technology DMT 9. Object Oriented | <ol style="list-style-type: none"> 10. Perl Fundamentals 11. CGI using Perl 12. ASP language 13. Macromedia Dreamweaver 14. Macromedia flash 15. MS FrontPage 16. MS Project 2007-2010 17. MS SharePoint 2007 User Gide |
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Recent Certified

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| <ol style="list-style-type: none"> 1. E-commerce Analytic from Data to Decision (Google Digital Analytics) 2. Training course for advanced statistical program (Central Agency for Public Mobilization and Statistics) 3. Methods of preparing plans and budgets Training(leadership and Management Development Center) 4. TOT (Train of the Trainer) 5. MASTER Microsoft Office MOS 2010 6. CIW Associate 7. CIW Professional (Web Application Development) 8. Microsoft certified Word Core 2002 9. Microsoft certified Word Expert 2002 | <ol style="list-style-type: none"> 10. Microsoft certified Excel Core 2002 11. Microsoft certified Excel Expert 2002 12. Microsoft certified Word Core 2003 13. Microsoft certified Word Expert 2003 14. Microsoft certified Excel Core 2003 15. Microsoft certified Excel Expert 2003 16. Microsoft certified Access Core 2003 17. Microsoft certified PowerPoint Core 2003 18. Microsoft certified Outlook Core 2003 19. Microsoft Office 2003 MASTER 20. ICDL Certified Version 3 & 4 (2000-XP-2007) 21. MS Project 2007,Managing Projects 22. MCAS Certified Excel 2007 |
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Work Experience

CURRENT JOB

GOOGLE AMBASSADOR FOR WOMAN IN TECHNOLOGY PROJECT

Job Title : **Training Specialist**

Employer : **Egypt Airport Company (EAC)**

From : 2012 until now

Member in Talents Still Motivated Workshop

Job Title : **Workshop Coordinator - Data Analyst**

Employer : **Egypt Airport Company (EAC) –Development Committee**

From : 2014 until now

Member in Integrated Management System Project

Job Title : **Data Analyst**

Employer : **Egypt Airport Company (EAC) – Airports Sectors**

From : Feb 2015 till now