**AHMAD MOHAMAD LOTFY MBA Candidate**

Cairo, Egypt  
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### ****Professional Summary****

Analytical and detail-oriented MBA candidate with a strong foundation in business administration, IT operations, and data analytics. Equipped with hands-on experience in fintech and financial services, backed by a solid academic background in commerce and self-driven technical upskilling. Adept at streamlining operations, supporting back-office functions, and managing data through modern tools and platforms. Open to global opportunities across business and technology sectors.

### ****Professional Experience****

* **Back-office Executive**  
  **Paymob** | Cairo, Egypt  
  Aug 2022 – Jul 2023
* Supported back-end financial operations for a leading fin-tech firm.
* Ensured data integrity and facilitated smooth processing of merchant transactions.
* **Receptionist**  
  **Photon Scan** | Cairo, Egypt  
  Oct 2021 – Jul 2022
* Managed front-desk responsibilities and client coordination in a medical imaging center.
* Maintained appointment schedules and operational efficiency.
* **IT Operations Specialist**  
  **Network International** | Cairo, Egypt  
  Aug 2019 – Mar 2021
* Monitored payment systems and transaction flows.
* Processed incoming and outgoing banks’ files and resolved technical issues and ensured service availability for clients.
* **Call Center Back-office Specialist**  
  **Banque Du Caire** | Cairo, Egypt  
  Dec 2017 – Feb 2018
* Handled customer inquiries and operational tasks within the back-office unit.
* **Daily Operations Representative & Monitoring Agent**  
  **EMP (Emerging Markets Payments)** | Cairo, Egypt  
  Jul 2011 – Feb 2016
* Managed transaction data, provided real-time system monitoring, and collaborated across departments to maintain service reliability.

### ****Education****

* **MBA Candidate**  
  Helwan University | Sep 2024 – May 2026
* **Bachelor in Business Administration (English Section)**  
  Helwan University | Graduated: May 2010  
  GPA: Good | Major: Business Administration (Finance, Marketing, HR, etc.)
* **High School Diploma (Literature Track)**  
  Saint Joseph Maronite School | Graduated: May 2005  
  GPA: 89.6%

### ****Technical Skills & Certifications****

* **Data Analytics:** Tableau, MS Excel, SQL, Python, Data Cleaning & Visualization
* **Programming & Web:** C#, JavaScript, HTML/CSS, Django, React, Node.js, Next.js
* **Database Tools:** SQL, Entity Framework
* **Other Tools:** Microsoft Office, Asp.net with MVC

**Courses & Certifications:**

* Data Analytics Essentials – Cisco Networking Academy (2024)
* Python Essentials 1 – Cisco Networking Academy (2023)
* Data Analysis (Data Challenger Track) – ITIDA x Udacity (2022)
* Web Development Diploma – Russian Culture Center (2021)
* Computer Hardware Basics – Cisco (2023)
* Project Management (Attendance) – Canadian Chamber of Commerce (2016)

### ****Languages****

* Arabic (Native)
* English (Fluent)
* French (Basic)