



Internship Report

Name Loay Sameh Mahmoud

ID 40-11866

Internship Evaluation & Reporting

Thank you for taking the time to complete this form, this evaluation will be used to assess the student's participation in the internship program.

Supervisors, using the form below please evaluate the student who interned with your organization, institution, or business. You can fill out this form electronically or you can fill it manually but eventually it must be signed and stamped from the company's side.

Please note that part I & III should be completed by the intern, part II should be completed by the direct supervisor in the company.

Part I. GENERAL INFORMATION - STUDENT'S INPUT

Student Info:

Student Name: Loay Sameh GUC Student ID No.: 40-11866
 Faculty: MET Major: DMET
 Student Mobile No.: 01145776004

Internship Info:

Company Name: Matrix for computer Applications
 Core Industry/Business: Software Country: Egypt
 Supervisor Name: Mohammed Refaat Supervisor Job Title: General manager
 Supervisor Tel. No.: _____ Supervisor Mobile No.: 01022161159
 Supervisor E-mail: Sameh@ba.com.eg Training Department(s): IT-department
 Source of internships: (1) SCAD office (2) on my own (3) Referrals from GUC TA/Dr. (4) Recruitment website (5) others:
 Work Place: (1) Organization (2) Head Office (3) Branch (4) Factory (5) Site (6) Others:

Part II. EVALUATION AND COMMENTS - DIRECT SUPERVISOR'S INPUT

Period of Internship (dd/mm/yyyy) (dd/mm/yyyy)
 From: 29/1/2022 To: 30/4/2022
 Internship nature (Enrollment Status)
☐ Part time Please specify, no. of Days per week: _____ hours per day : _____
☒ Full time Please specify, no. of Days per week: 5 hours per day : 8

Company Stamp: شركة ماتريكس
تطبيقات الحاسب الآلي
س.ت. ٩٢٣٧٦

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Serial no.	SCAD Comment	Academic Reviewer Comment	Academic Reviewer Signature
			<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected Reason of rejection: Signature:

For each of the following aspects, please mark the box in the rating scale that most closely corresponds to your evaluation of the profile of the student during the internship period. Please also feel free to offer comments and suggestions for changes and improvements in the space provided at the end of the form.

1=Unsatisfactory	2=Below Average	3=Satisfactory	4=Above Average	5=Excellent
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	1	2	3	4	5	NA
Skills & Professional Attributes						
Ability to adapt to change					✓	
Analytical skills					✓	
Collecting data/ research data skills					✓	
Creativity				✓	✓	
Follow up skills					✓	
Interpersonal skills with peers, supervisors, and clients					✓	
Problem solving					✓	
Punctuality					✓	
Reporting skills					✓	
Responsibility and accountability					✓	
Stress handling					✓	
Taking initiatives					✓	
Teamwork				✓		
Time management				✓		
Other:						
Technical Background						
Technical Knowledge				✓		
Compatibility of technical skills with the job				✓		
Other:						
Command of Languages						
Arabic					✓	
English					✓	
German			✓			
Other:						

	1	2	3	4	5	NA
Computer Programs & Databases						
Please use space below in specifying the program/software used during the internship and evaluate student's performance accordingly						
Visual Studio				✓		
Microsoft Access, Excel					✓	

Overall Evaluation of Student's performance and profile					
Unsatisfactory	Improvement needed	Meets expectations	Exceeds expectations	Exceptional	NA
			✓		

General Comments & Recommendations: (kindly mention intern potentials, areas of further development or technical constraints encountered during the internship period)

Loay provided a performance that exceeded our expectations, he was able to cope with different challenging situations. Overall his output was great in terms of his daily tasks, he was eager to learn & participate.

Do you think similar candidates would fit in the Organization culture and qualify for job needs?

Yes



No

€

Maybe

€

Student Signature:

[Handwritten signature]

Date:

7/5/2022

Supervisor Signature:

Mohamed Samir

Date:

7/5/2022

Matrix for Computer Application is a software company that has years of great experience in the computer and software application field. Its headquarters is in Jeddah, KSA and has another branch in Cairo Egypt. The company's main clients are mainly hyper markets and accounting companies as well as small startups.

I began my internship and all what was asked from me is to understand how this corporate functions internally , I've been in several departments and sat with most of the team leaders to understand how do they do each of their jobs and achieve their targets. I've stayed most of my internship period in the IT-Department , where they create , edit and maintain their in house created softwares. Their softwares was mainly created on visual studio which I was totally familiar with as I've used it several times in my university journey so far.

Every end of week, reports were submitted to heads to discuss all the aspects and have every department achieved their weekly targets or milestones or not. I was in charge of the technical report submitted from the IT-Department. I created word documents and excel sheets as well as powerpoint presentations to submit fully informative reports and graphs representing updates and new challenges that arose while maintaining an already available software or while creating a new one from scratch and how are we progressing with respect to time.

During my internship as I've mentioned I've been into several departments, aside from the IT-Department , I was offered to try to spend some time in the Sales and Marketing department which was the department with most employees. After doing some market research and review and observe the business that would benefit from the company's services, creating a list of potential clients in the area , I've tried to close several deals with multiple clients based on their needs and the client's business field in the first place. I've successfully enclosed a couple of deals with small and medium businesses , mainly startups.

At the end of my internship I became an account manager for multiple clients , usually it was me who dealt with the clients and knew their problems and try to technically and remotely fix their problems with the company's software. I would do regular checkups via mail and phonecalls aswell to maintain a good relation with the client as well as rest assure him that any fault that occurs will be solved.

In a nutshell ,being in Matrix have helped me discover new skills in me as I've been in different sections in the company like IT-department , Sales and Marketing and CR(customer relations) and accounts handling. The working atmosphere was so friendly and cozy , and people in the company are so ambitious to achieve more and more in this field .And in fact the internship met my expectations and will surely influence my future careers as i got familiar with different opportunities, and as I mentioned the softwares used in those corses were so familiar as I already studied them in the GUC. Example of courses that is related to what I went through in the internship period, DATABASES1 , DATABASES2, INTRODUCTION TO MANAGEMENT, PROJECT MANAGEMENT, RPW, CPS. Therefore I would recommend this company to other GUC students.