

28/09/2022

To Whom It May Concern

This is to certify that Mr. Mina Milad Fouad Abdelmasih has been working as a full-time employee at Eagle Chemicals Group- Egypt from 20/11/2017 till 22/05/2019 and last position was Systems Administrator.

Dates of employment: from 20/11/2017 till 22/05/2019.

Position: Systems Administrator

Description of duties:

- designing and maintaining database architecture, data structures, tables, dictionaries, and naming conventions to ensure the accuracy and completeness of all data master files
- performing the operational establishment and preventive maintenance of backups, recovery procedures, and enforcing security and integrity controls
- implementing and administering database documentation, guidelines, policies and procedures
- testing database systems and upgrades, such as debugging, tracking, reproduction, logging and resolving all identified problems, according to approved quality testing scripts, procedures, and processes
- accepting responsibility for the processes, procedures and operational management associated with system security and disaster recovery planning
- liaising with security vendors, suppliers, service providers and external resources; analyzing, recommending, installing and maintaining software security

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applications and monitoring contractual obligations, performance delivery and service level agreements

- troubleshooting and providing service support in diagnosing, resolving and repairing server-related hardware and software malfunctions, encompassing workstations and communication infrastructure
- preparing and maintaining documentation, policies and instructions, and recording and detailing operational procedures and system logs
- ensuring that the design of computer sites allows all components to fit together and work properly, and monitoring and adjusting the performance of networks
- continually surveying the current computer site to determine future network needs and making recommendations for enhancements in the implementation of future servers and networks.

Hours worked: full time, 45 hours/week

Country of employment: Egypt

Contact person: madonna.maged@eagle-chemicals.com – 01229075111

We Thank Mr. Mina and wishes him more success in his future career.

This Certificate was given to him upon his request with no responsibility on the company.

Best regards,

HR Department

Madonna Maged
HR Dept

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