



# TAREK MAHMOUD ZHRAN

Obtaining a challenging position in business development, and benefiting from my extensive experience in process reengineering and developing the business environment in general, especially in the medical field. Since I am skilled at transforming organizations through digital innovation at the lowest costs to accelerate business delivery, I aim to enhance professional and strategic growth through data analysis while contributing significantly to the success of the organization.

## EXPERIENCE

## personal info

- Gender: Male
- Nationality: Egyptian
- Date of Birth: july 18, 1990
- Place of Birth: Egypt
- Marital Status: Married
- Phone: +20 1009151540
- Email: tzhran2013@gmail.com

## Education

- MBA in Finance Management - 2023  
- Tanta University
- Business Administration Diploma - 2018  
- Tanta University
- Bachelors of commerce- 2016  
- Tanta University

○ **Directorate of Health Affairs:**Of the Egyptian Ministry of Health  
Financial and administrative controller  
2024– Present

- Oversees daily operations of financial systems and procedures, ensuring accuracy and compliance with regulatory requirements.
- Prepares monthly and annual financial statements, providing insights to support strategic decision-making.
- Manages cash flow forecasting, payroll processing, and budget development, enhancing financial stability and operational efficiency.

○ **Samannud Health Administration:**Of the Egyptian Ministry of Health  
Budget official  
2023– 2024

- Develop and manage organizational budgets in accordance with financial guidelines and strategic objectives.
- Monitor expenditure patterns and financial performance to ensure adherence to budgetary constraints.
- Collaborate with department heads to forecast financial needs and allocate resources effectively to support operational goals.

# Courses

- **Artificial Intelligence Career Essentials - 2024**  
- ALX
- **Professional Foundations and Development Skills for the Digital Age - 2024**  
- ALX
- **Developing management skills-2024**  
- Medical Training Center  
Ministry of Health
- **Combating financial corruption-2022**  
- Administrative Control  
Authority
- **Preparing future leaders-2022**  
- Directorate of Organization and  
Administration
- **Digital transformation-2022**  
- Tanta University
- **Government contracting and civil service law-2022**  
- Mansoura University -  
Commerce College

# skills

- Proficient in Microsoft Windows  
- Apple Os
- Microsoft Office:Word-Excel-Powerpoint
- Excel Programming "VBA"
- Google Sheet
- Internet Browsing Tools
- Html.Css.Js
- Computer speed proficiency

# Language

- **Arabic: Native**
- **English: Very good**

## ○ **Samannud Health Administration:**Of the Egyptian Ministry of Health

Director of Human Resources

2022– 2023

- Oversee recruitment, onboarding, performance management, and employee development initiatives.
- Ensure compliance with labor laws and regulations, and serve as a strategic partner to senior management on HR-related matters.
- Cooperating to create electronic and professional programs at the lowest costs in order to quickly complete work in the internal departments to assist in rapid analysis

## ○ **Samannoud Hospital:**Of the Egyptian Ministry of Health

Contracting and procurement specialist

2021 – 2022

- Manage the procurement process, including sourcing, negotiating contracts, and selecting vendors.
- Ensure compliance with procurement policies, procedures, and regulations.