

# Mohamed Magdy Mohamed



**Address:** 42 Police Apartments Buildings, Nasr City, Cairo, Egypt

**Mobile:** +20 1008174187

**E-mail:** [mohamed.magdy.abdallah@gmail.com](mailto:mohamed.magdy.abdallah@gmail.com)

## **Objective**

Seeking a job opportunity where my academic background, experience and interpersonal skills would be applied and further enhanced through a competitive environment.

## **Education**

- **Bachelor of Information Technology Systems (IT)** – New Cairo Academy
- **Major:** Information System
- **Grade:** Good
- **Graduation project grade:** Very Good.

**Graduation Project:** “Pharmacy Database”

**Briefly:** Database to manage pharmacy inventory details, using Microsoft office Access 2003 and visual Basic programming language.

## **Work Experience**

1. **Senior Digital Operations and Partnership Management |Telecom Egypt**  
(November 2018 Till now)

### **Duties & Responsibilities:**

- Undertaking more complex and non-routine to ensure consistent and efficient operations in WE Data and partners outlets.
- Follow-up of day-to-day orders activities, provisioning of different needs for resources and materials.
- Follow-up performance in sales activities and implementation of new products and offers.

**2. Freelancer:**  
**Real Estate Sales Agent**

(June 2018 till Nov 2018)

**Duties & Responsibilities:**

- Generating clients leads to buying, selling, and renting a property.
- Counseling clients on market conditions, and prices.
- Creating lists for real estate sale properties, with information location, features, square footage, etc.
- Showing properties to potential buyers and renters.
- Presenting purchase offers to sellers.
- Facilitating negotiations between buyers and sellers.

**3. Freelancer:**  
**Digital Marketing Specialist**

(June 2018 till Nov 2018)

**Duties & Responsibilities:**

- Plan and direct marketing campaigns
- Take pictures of various subjects for promotional materials according to employer's or client's specifications.
- Optimize content for the website and social media platforms
- Work with various content formats such as blogs, videos, audio podcasts, etc.

**4. Baby Land Nursery:**  
**Technical Support, Administration & Photographer**

(June 2014 till June 2018)

**Duties & Responsibilities:**

- Technical support (PC, Laptop, Networks, & camera).
- Assistant Manager.
- Photographer for all the events in the nursery.

**5. Futures Language Schools - Mokattam Branch ([www.futuresnet.net](http://www.futuresnet.net)):**  
**" Technical Support "** (August 2011 till June 2014)

**Duties & Responsibilities:**

- Perform network troubleshooting, setup, and installation of network hardware & software.
- Perform onsite customer support and maintenance.
- Installs applications software on the networks and maintains network documentation.
- Creates and maintains users, directory structures, security rights and printer configurations.
- Discusses software applications with users to determine level of satisfaction and the need to modify software.
- Provides computer diagnostics.
- Provides Smart Board diagnostics and maintenance

**6. Freelance Director, D.O.P (Director of Photography) & Photographer**  
Short Movies & Reportage

**7. Graphic Designer**  
Photoshop & Illustrator

**Additional courses:**

- Film making (One Shot Academy), April 2017 – August 2017

## **Skills**

### ***Computer Skills:***

- Define Information Technology (IT) and describe the components of a personal computer
- Debugging and protection specialist
- Perform a step-by-step assembly of a desktop computer
- Explain the purpose of preventive maintenance and identify the elements of the troubleshooting process
- Install and navigate an operating system
- Upgrade or replace components of a PC, printer, or scanner based on customer needs.
- Configure computers quick to react to situation an existing network
- Perform preventive maintenance and basic troubleshooting
- Select network devices, server hardware, and Network Operating Systems based on organizational requirements
- Configure TCP/IP static and dynamic host addressing
- Configure network file and print sharing
- Perform maintenance tasks including hard disk management and software patches and upgrades
- Diagnose, troubleshoot, and resolve common Network Operating System problems
- Networking & installation (configuration, cabling, routers, and switches)
- Configuring multi programs (Networks programs, Graphics, Accounting, etc.) with the operating system
- Recognize the devices and services that are used to support communications across and Internetwork.
- **Platforms:** Windows 2000, XP, Vista, and windows

### ***Soft Skills:***

- Ability to learn new technologies and sciences
- Ability to work under pressure
- Hard worker
- Ability to lead and work in a team or individually according to the job requirements
- Very Good planning and organization skills
- Ability of Data simplification, analysis, and design
- High communication skills and ability to deal with different mentalities
- Creative
- Responsible
- Adapted to surrounding environment
- Self-study (A+ & N+)

## **Language Skills**

- English: Good
- Arabic: Mother tongue

## **Personal data**

- **Date of birth:** 30<sup>th</sup> November 1989
- **Nationality:** Egyptian
- **Gender:** Male
- **Marital status:** Single
- **Military status:** Exempted