

# Moh'd ElKholy

## ● Personal Information



## مشرف إداري / منسق نشاط Administrator and Head of student activity.

Mohamed Adel Ahmed El-Kholy

Birthday : July 16th, 1984 .

Nationality : Egyptian.

Religion : Muslim.

Marital Status : Married.

Military service: finished

Drivers licence: acquired

### ❖ Contact info:

#### ➤ Phone Number:

■ BH +973 3608 8254

■ EG +20 01013503388

#### ➤ Email : Mohdelkholy1@gmail.com.

### ❖ Personal Objective

- Seeking a challenging and demanding job for a promising career. Thus will further enhance my knowledge and skills . therefore satisfying my ambition of being successful and prospering . I aspire to lead an effective role within the company .

### ❖ Lived in:

- Egypt: Tanta – Gharbia Governorate
- KSA: Tayef, Riyadh

### ❖ Visa status:

- Bahrain visa acquired
- Can be moved

## ● Skills

### ❖ Skills Gained Inside and Outside the Workplace .

- ICDL ( international computer driving license ) .
- Great wordpress user and familiar with different computer platforms
- Great leadership within the workplace.

### ❖ Language Skills:

- Native Language Arabic.
- English.
  - Intermediate Course.
  - 4 Levels in Conversations Courses.
  - Outstanding command of both written and spoken English .

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## ● Experience

- ❖ **Al Ahram schools/ Egypt / Administrator and student concealer**

From 2008 to late 2012 .

- ❖ **Safwat Al-Forsan Public School/ Tayef- KSA/ Head administrator and responsible for student activities.**

From 2012 to late 2014 .

Certificates :

- Certificate of Active participation and effective organization of meetings.
- Certificate about Productive and outstanding efforts in School's radio activities
- Certificate of fruitful and outstanding efforts
- A certificate of thanks effective in preparing to apply for a Medal of Excellence to contribute

- ❖ **El Khalil bin Ahmed private school / Head Administrator and responsible for student activities and affairs .**

From Jan 2015 to Jul 2016 .

Certificates :

- A certificate of thanks and appreciation to participate in the contest creator Khatib (fourth session)
- Certificate of experience
- Certificate of thanks and appreciation for the outstanding presence and active participation in school meetings
- ❖ **EL Madina Academic Private School/ Administrator and student Concealer**

From Jul 2016 to early 2019.

Certificates :

- Certificate of experience

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## ● Education

- ❖ **Tanta University / BA .**
  - 2003-2007.
  - **Bachelor of Specific Education**
    - **Media and Press Department**
  - Grade : **Very Good.**
- ❖ **The National Department of Education and foreigner relations / training program for new teachers and staff**
  - **7 Muharram 1435**
  - **Saudi Arabia**
- ❖ **Dr. Muhammad Ali Abu Rzizh - elite cavalry Private Schools in Taif / training program for staff flexibility**
  - **29 October 2016**
  - **Saudi Arabia**

- ❖ Educational Training and Scholarship Management (student development)/ The twenty-first century skills
    - 15 Safar 1436
    - Saudi Arabia
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- **Personal qualifications and criteria**

- ❖ Ambitious, co-operative and have the team spirit .
- ❖ Has the ability to work under pressure and well aware of responsibilities.
- ❖ Self – Motivated.
- ❖ Great communication skills.
- ❖ Well-spoken and pleasant manner.