

Aiman Mohamed Wafa
MBA, PMP, PgMP, CTP, ToT



Summary

22 years' experience in the Training Field, planning and overseeing new marketing initiatives, researching organizations and individuals to find new opportunities, contacting potential clients to establish rapport and arrange meetings. Attending conferences, meetings, and industry events, developing quotes and proposals for clients, developing goals for the development team and business growth, and ensuring they are met. Training personnel and helping

team members develop their skills, Business Analysis Skills, Team Building, and Management, Strong operations professional, Strong verbal and personal communication skills, Strategic Decision making, practical critical thinking, Strong Problem analysis, use of judgment and ability to solve problems efficiently with a Master of Business Administration (**MBA**) from Coventry University.

Experience

- **Training & Business Development Manager**

- **September 2020 –Till Now .**

At Donama Training & Development Company (<https://www.donmamtc.com>)

Location: Egypt. **Company Industry:** Education, Training , HR - **Job Role:** Training Management

- **Training & Business Development Manager**

- **December 2018 –August 2020**

At Promatas Group of Companies, Pioneer Institute of Management & Technology L.L.C

(www.pioneerinstitutes.com) , Location: Muscat, Sultanate of Oman

Company Industry: Education, Training. **Job Role:** Training Management .

- **Training & Operations Manager**

- **April 2018 –October 2018**

At Al-Omani Training Institute (www.oivt.om) , Location: Muscat, Sultanate of Oman

Company Industry: Education, Training. , **Job Role:** Training Management.

- **Training & Operations Manager.**

- **June 2015 – November 2017**

At Al-Jadeer Al-Sharqi Education Group, Dorra Training Institute (www.dorra.edu.sa).

Location: Al-Khafji, Eastern Province, Saudi Arabia , **Company Industry:** Education, Training.

Job Role: Training Management.

- **Academic Training Supervisor .**

- **October 2005 – May 2015.**

TVTC (*Technical & Vocational Training Corporation*)

At Al-Jadeer Al-Sharqi Education Group , Dorra Training Institute (www.dorra.edu.sa).

Location: Al-Khafaji, Eastern Province, Saudi Arabia

Company Industry: Education and Training.

Job Role: Education/Training

- **Information Technology Instructor**
- **September 2003 – February 2005**

TVTC (*Technical & Vocational Training Corporation*)

At Al-Hussan Education Group , **Arab Cultural Institute** (www.alhussan.edu.sa).

Location: Dammam, Eastern Province, Saudi Arabia

Company Industry: Education, Training

Job Role: Education/Training

- **Computer Science Teacher.**
- **October 2000 - August 2003**

At Ministry of Education (Egypt) (www.moe.gov.eg)

Location: Tanta, Egypt

Company Industry: Education, Training, and Library.

Job Role: Education/Training

Education

- 1. Master of Business Administration (MBA) 2018.**
 - **Major:** Information Technology.
 - **Grade:** Excellent
 - **University:** Coventry University, UK.
- 2. Post Graduate Diploma in Instructional Technology 2002.**
 - **Major:** Instructional Technology.
 - **Faculty:** Educational Studies and Research Institute.
 - **Grade:** Very Good.
 - **University:** Cairo _ Egypt.
- 3. Bachelor of Education 1999.**
 - **Major:** Instructional Technology
 - **Faculty:** Faculty of Specific Education.
 - **Grade:** Good.
 - **University:** Tanta_ Egypt.

Training & International Certificates.

- **PMP**

Issued in: June 2009



- **PgMP**

Issued in: July 2011

- **Digital Marketing**

Issued in: July 2021.



- **Introduction to Artificial Intelligence**

Issued in: July 2021.



- **Getting started with Office 365**

Issued in: July 2021.



- **Agile Methodology.**

Issued in: January 2021.



- **Introduction to Business Management.**

Issued in: January 2021.



- **Negotiation Skills.**

Issued in: December 2020.

- **Business and Entrepreneurship skills.**

Issued in: December 2020.



- **Discover and upgrade your skills.**

Issued in: December 2020.

- **Introduction to Azure.**

Issued in: December 2020.



- **Participate Safely and Responsibly online.**

Issued in: December 2020.

- **Work with Computer.**

Issued in: December 2020.



- **Lean Six Sigma Yellow Belt.**

Issued in: September 2020.



- **Strategic Planning Professional.**

Issued in: Jun 2020.



- **Search Engine Optimization (SEO).**

Issued in: Jun 2020.

- **Content Marketing Strategy.**

Issued in: May 2020.

- **Training of Trainers (TOT).**

Issued in: May 2020.



- **Cyber Security.**

Issued in: April 2020.

- **Project Management Professional– Introduction.**

Issued in: April 2020.

- **Leadership, Problem Analysis and Decision Making**

Issued in: April 2020



- **Leadership and Project Management.**
Issued in: December 2017.
- **Cambridge International Certificate in ITS Skills.**
Issued in: July 2014.
- **IC3 Authorized Instructor.**
Issued in: October 2010.
- **CTP (Certified Training Professional).**
Issued in: September 2009.
- **IC3 (Internet & Computing Core Certificate).**
Issued in: April 2009.
- **ICDL (Certificate).**
Issued in: July 2004.



English Language Training and Certificates.

- **Interactive English Program**
Issued in: March 2022.
British Council
- **The Upper – Intermediate Level (B2).**
Issued in: March 2022.
British Council
- **English for the Workplace**
Issued in: July 2021.
British Council
- **English Conversational Skills.**
Issued in: June 2020.
British Council
- **TOEFL**
Issued in: January 2003.
Score: (510).
Cairo University, Foreign Language Center (FLC).
- **English for Business Skills Test**
Issued in: December 2014.
Test Score: 78%
Bayt.com Tests.



Memberships

- **CERTIPOINT COMPANY**
Membership/Role: Authorized Instructor
Member since November 2010.
- **PROMETRIC COMPANY**
Membership/Role: TCA - (Test Center Administrator).
Member since: May 2009.
- **Pearson VUE**
Membership/Role: TCA - (Test Center Administrator).
Member since June 2016.



Appreciation Certificates:

1. **AlSharq Group**, KSA , Summer Training Program year 2006.
2. **AlSharq Group**, KSA, Summer Training Program year 2008.
3. **Saudi Ministry of Interior, Civil defense Department**, about (The International day of Civil defense), 2008.
4. **AlSharq Group**, KSA, (The International Approved of ICDL Training & Test Center), 2009.
5. **AlSharq Group**, KSA ,(The International Approved of Prometric Test Center), 2009.
6. **AlSharq Group**, KSA, Summer Training Program year 2009.
7. **AlSharq Group**, KSA, Summer Training Program year 2010.
8. **AlSharq Group**, KSA, Summer Training Program year 2012.

Languages: -

1. **Arabic** Mother Tongue.
2. **English** Excellent communication, reading, writing, and speaking.

Personal Information

Birth Date: 26 July 1978

Nationality: Egyptian.

Place of Birth: Tanta, EGYPT

Marital Status: Married

Contact Information

Email Address: aimanwafa@outlook.com

Mobile Phone (Egypt) : +20 10507 40850

Mobile Phone (Oman)-WhatsApp: +968 9219 8099

Skype Account: ayman-wafa

References:

1. Eng. Anwar Al- Balawi

Al-Jadeer Alsharqi Group , **Executive Manager.**

(+966 506950850, anwar24@hotmail.com)

2. Dr. Haytham El-Mardi A. Hassan

Promatas Group of companies, **Project Manager.**

(+249 961347774 , haytham.elmardi@yahoo.com)

سلطنة عُمان
SULTANATE OF OMAN



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RESIDENT
CARD



بطاقة
مقيم

SIGNATURE
التوقيع

CIVIL NUMBER

114170967

الرقم المدني

EXPIRY DATE

02/02/2021

تاريخ الإنتهاء

DATE OF BIRTH

26/07/1978

تاريخ الميلاد

جمهورية مصر العربية

مكان الميلاد

الإسم ايمن محمد كامل السيد وفا

المهنة مدير معهد

عمل بدون مرافقين لـ تقنية ادارة المشاريع والخدمات ش م م

ROYAL OMAN POLICE
D.G. OF CIVIL STATUS

CLASS

فئة الرخصة

ملاحظات

NOTE

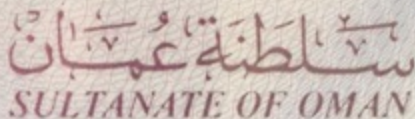
NAME AIMAN MOHAMED KAMEL ELSAYED
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NATIONALITY EGYPTIAN

الجنسية مصري



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SULTANATE OF OMAN



SIGNATURE

الوقوف

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RESIDENT
CARD

بطاقة
مقيم

CIVIL NUMBER

114170967

الرقم المدنى

EXPIRY DATE

10/04/2020

تاريخ الإتهاء

DATE OF BIRTH

26/07/1978

تاريخ الميلاد

مكان الميلاد جمهورية مصر العربية

الإسم ايمن محمد كامل السيد وفا

المهنة مدير عمليات تشغيل

عمل بدون مرافقين - المعهد العماني للتدريب المهني

شُرْطَةُ عُمَانَ السَّلْطَانِيَّةِ
الإدارة العامة للأحوال المدنية

ROYAL OMAN POLICE
D.G. OF CIVIL STATUS

VEHICLE DRIVING LICENCE

تفاصيل رخصة قيادة المركبات

CLASS

فئة الخصمة

NOTE

NAME AIMAN MOHAMMED KAMIL
ELSAYED Wafa

ملاحظات



NATIONALITY EGYPTIAN

الجنسية مصري

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