

MOHAMED HAMED EL-WARDANY

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PERSONAL INFORMATION

Date of Birth: 2000/10/01

Military Status: Exempted

Languages: Arabic "Native", English "Excellent"

Nationality: Egyptian



CAREER OBJECTIVE

Looking for challenging positions in reputable organizations to leverage my **technical, database and management** skills to grow the organization and increase my knowledge of emerging trends in IT.



EDUCATION

High School Diploma | Ahmed Lutfi el-Sayed Military School for Boys
2015 – 2018

Bachelor's Degree | Higher Institute for Specific Studies in Management
information system
2018 – 2022

Grade: Very Good

GRADUATION PROJECT

Data flow diagram: "Grade : Excellent"

A data flow diagram is a way of showing the flow of data through a process or system and also provides information about the outputs and inputs of each entity and the process itself, dataflow graphs have no control flow no decision rules and no loops, Concrete operations based on data can be expressed.

WORK EXPERIENCE

CCTV Operator/Supervisor at City Centre Maadi
March 2022 – Present

G4S HR Admin at City Centre Maadi
June 2023 – Present

WORK HONORS

Guard of the month **July 2022**

Guard of the month **October 2022**

Guard of the month **February 2023**

Guard of the month **May 2023**

Guard of the month **November 2023**

CURRENT JOB DESCRIPTION

CCTV Operator/Supervisor

work in a central control room, monitoring and controlling multiple screens.

These are linked to surveillance cameras placed in and around and inside and outside the mall.

JOB RESPONSIBILITIES

1. Monitor daily control room operations.
2. Report major incidents to the Site Manager, Control Room Manager and MAF management.
3. Prepare reports for the Site Manager, Control Room Manager and MAF management in the event of a major incident.
4. Provide daily, weekly and monthly reports to Site Manager, Control Room Manager and MAF Management.
5. Evaluating performance and providing feedback regarding security officers to the Site manager.
6. Recording all events, keys, and visits, and preparing separate reports for incidents.
7. Record all events, keys, visits, violations of the opening or closing times, and the wrong parked.
8. preparing separate reports of incidents.
9. Presenting scenarios for fire and bomb drills, making their presentations and videos.



TRAINING

- Customer Service
- Medical Assistance
- Microsoft Office
- Firefighting



SKILLS

- Willingness to learn
- Creativity
- Graphic design
- Teamwork
- Time management
- Computer skills