

Ahmed Ibrahim Radwan

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OBJECTIVE

To be a part of a professionally managed organization where I would be able to learn more and develop my responsibilities and growth of my career, with respect to my educational qualifications and where my personal skills are being utilized to the maximum of my efforts, to carry out the activities assigned to me to the best of my abilities.

ABOUT MYSELF

Capable and Career oriented individual with a creative ability and analytical skill, necessary for optimum productivity and performance. Self-motivated, sincere in carrying out my assignments with own initiative, offering great potential for the professional growth and achievements

EDUCATION QUALIFICATION

- I finish my high school in UAE (Saif Aldawlah school) Fujairah 1995
 - Graduated from Faculty of commerce in Foreign Trade branch (Helwan University) 2002
 - Studied English language in British council in Cairo (2003 - 2009)
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PRACTICAL EXPERIENCES

Coordinator of Public Relations & Supervisor at Diabetes clinic & Pre Marriage test & Nutrition clinic (Mushed Health Center – Fujairah) March 2017 to April 2021

- Performing registration of patients , Appointment booking duties , Payment collection , Simple administrative duties such as data entry, scanning, filing and Printing , Update and maintain proper documentation .I was also supervisor in diabetes clinic by follow up with patients dozes and appointments , same at Pre marriage test and nutrition clinic.
- **Human Resources Coordinator (Development Construction Company – Fujairah) February 2017 to December 2017**
- Supervising the recruitment process, job posting, interviewing, directing and training staff, managing the performance appraisal program, supervising the health benefits program, retirement and insurance.

Project Coordinator / International Protocol Company for Urban Construction and Development from January 2009 to December 2016

- Supervising the work of the project (development of Cairo International Airport) in coordination with the project consultant, follow up the project staff and register their data and follow up their work, coordinate the communication between the project and the branches of foreign companies supplier of building materials, the main office of the project and communication between him and the
- Official departments.

Executive Sales / Khalifa Software Company - Cairo - Egypt from February 2005 to December 2008

- Managing the means of communication from the phone and e-mail between the company and the customers, follow-up sales of the company and work to increase it, coordination between the sections of the company such as marketing
- To raise the quality of work.

Newspaper Akhbar Al Youm / Personnel Specialist - Cairo – Egypt

From August 2002 to November 2006

- Coordinating employee requests according to the labor law, managing the performance appraisal program, supervising the health benefits program, retirement and insurance, working to raise the efficiency of the work.

TECHNICAL QUALIFICATION

- Register
- MS Office/word/PowerPoint/excel.
- Internet Browsing and E-mailing Applications
- E-learning certificate [**Introduction to Six Sigma**]
- E-learning certificate [Leadership]
- Customer Service training in Yat Learning center
- Project management professional [**Introduction to PMP**]
- Human Resources Management [**Introduction to HR**]

OTHER SKILLS

- Excellent communication, interpersonal & presentation skills.
- Highly motivated and self-confident with an ability to learn and adopt new technology.
- A capable, result-oriented professional with ability to work independently, as well as, as a team member
- Good inter-personal relations and communication skills in dealing with Public Figures and other Autonomous bodies
- Leading & dealing effectively in a multicultural environment.
- Self-starter, proactive with sound judgments, planning skills for strategic business development
- Coordinating with the concerns
- Work Shop supervision
- Technical support

LANGUAGES KNOWN

English & Arabic (Fluently writing & speaking)

PERSONAL

Name	:	Ahmed Ibrahim Radwan Elbasyouni
Date of Birth	:	06/11/1977
Sex / Marital Status	:	Male / Single
Nationality	:	Egypt

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Ahmed Ibrahim Radwan