

Curriculum Vitae

PERSONAL INFORMATION

Name: Ahmed Mansour Redwan Emara

Place of Birth: Gaza Strip, Palestine

Date of Birth : 22 Dec, 1986

Marital Status: Married

Full address: Gaza Strip, Palestine.

Email: AhmedAmara2020@gmail.com

Mobile No : 0097//0599247718

EDUCATION:2010 Bachelor degree in Computer Information Systems

❖ from the Faculty of Information Technology, Al Quds Open University - Gaza .

EMPLOYMENT RECORD :

- ❖ **[June 2019 – December 2019] : Computer Engineer** at the El Amasy Group Magic Tech Company Technical Support department of Maintenance and Networking.
- ❖ **[September 2016 – May 2019]: Manger** at Al_Sham Educational Center And Al Sham kindergarten.
- ❖ **[June 2014 – June 2016]:Administrative Assistant & Computer Engineer** as Volunteer - part time at DOHA Creativity for Art Production.
- ❖ **[December 2014 - April 2015]:Teacher Assistant** at Unwra Schools , Computer Course and Information Technology.
- ❖ **[April 2013 – March 2014] : Computer Engineer** at the Ministry of Telecom. & Information Technology in the Technical Support department of Maintenance and Networking.
- ❖ **[February 2013 – June 2013]:Administrative Assistant** at Jawwal Company - Electronic Department.
- ❖ **[April 2013– September 2013]:Computer Engineer** as a Volunteer at Moghraqa Municipality in the Technical Support department of Maintenance and Networking.
- ❖ **[December 2011 – February 2012]:Computer Engineer** at Ministry of Agriculture in the Technical Support department of Maintenance and Networking.
- ❖ **[February 2012 – February 2013]:Administrative Assistant& Computer Engineer** as Volunteer - part time at Roaa Foundation for Art Production .
- ❖ **[June 2011 – September 2011]:Computer Engineer** at Qattan Centre for the Child the Technical Support department of Maintenance and Networking.
- ❖ **[December 2010 – May 2011]:Accountant Assistant&Sales Representative** at Jarada Company Brothers .
- ❖ **[June 2012 – November 2012]:AccountantAssistant&Sales Representative** at Commercial Ashwaq Center .
- ❖ **[May 2008 – May 2011]:Project Coordinator** Volunteer - part time at The Palestinian Organization for Development and Charity – IT Department
- ❖ **[August 2010 – October 2010]:Data Entry** at Palestine General Federation of Trade Unions – Gaza.
- ❖ **[March 2008 – December 2015]:Working as trainer and Provider** for many training Courses in many Associations , Companies and Centers Specialized information technology in Gaza as follows:

#	Training Types	Associations , Companies and Centers
<u>1</u>	ICDL (MS Office 2003,2007,2010).	*Professional Information Technology (PIT) *.Sada Media Centre. *Al-Wesam Cultural Centre
<u>2</u>	MS Office Excell Advanced 2010	*Islamic UniversityContinuing Education Department
<u>3</u>	Photoshop Design	*Al-Wesam Cultural Centre
<u>4</u>	Maintenance A+	*Al-Wesam Cultural Centre
<u>5</u>	MS Office Access Advanced 2010	*Islamic UniversityContinuing EducationDepartment
<u>6</u>	MS Office Project 2010	*Clever Centre for Academic Studies
<u>7</u>	Typing(En. & Ar.),	*Al-Wesam Cultural Center
<u>8</u>	Al-Aseel Golden 2010	*Clever Centre for Academic Studies

Training Courses:

#	<u>courses/Training</u>	<u>Places of Training</u>
1	Laptop maintenance	Ministry of Youth and Sports
2	Personal Computer Maintenance A+	Organized by Siam Center
3	French Languages(1,2)	Al Quds Open University
4	English Conversation Course	University College of Applied Sciences
5	Programming Android	University College of Applied Sciences
6	Programming Php Web Sit	Organized by Pit Company.
7	SELF-PACED INTRODUCTION TO JAVA PROGRAMMING SERIES JAVA(1,2,3)	platform edraak online course for Education and Development
8	Multimedia programs(Adobe Photoshop cs5 , Adobe Flash8, CorelDraw 11, Adobe After Effects, Adobe Audition, Adobe Premiere)	Organized by Pit Company.
9	ICDL (Interntional Computer Driving Licene)	Organized by UNRWA
10	Network+	Organized by Islamic University
11	MCSA on Windows Server 2012 (Microsoft Certified Systems Administrator)	Organized by Islamic University
12	MCSE on Windows Server 2012 (Microsoft Certified Systems Engineer)	Organized by Islamic University
13	The Networks CCNA (Cisco Certified Network Associate)	Organized by Islamic University
14	HTML 5(Hyper Text Markup Language)	platform edraak online course for Education and Development
15	BASIC SKILLS FOR FIRST AID	platform edraak online course for Education and Development
16	CV WRITING	platform edraak online course for Education and Development
17	E-Marketing	platform edraak online course for Education and Development
18	ESSENTIAL CAREER DEVELOPMENT SKILLS	platform edraak online course for Education and Development
19	INNOVATION IN THE GOVERNMENT	platform edraak online course for Education and Development
20	INTERVIEWING SKILLS	platform edraak online course for Education and Development
21	INTRODUCTION TO HUMAN RESOURCE MANAGEMENT	Organized by Islamic University
22	PERSONAL BRANDING	Organized by Islamic University
23	REMEDIAL STATISTIC AND LIFE	Organized by Islamic University
24	SIX STEPS TO SUCCESS	platform edraak online course for Education and Development
25	STEAM Integrating Education with Life	platform edraak online course for Education and Development
26	Workshop (ready for international posts)	Engineers Syndicate
27	(The Traning Camp Winter is Back Again) Writing and coordinating projects, Electronic Content Management, E-Marketing, Distance working, leading businesses, Interviewing Skills.	Youth Vision Society & Tomoooh Association for Skills Development &
28	Freelancer skills	University College of Applied Sciences

29	Management Skills(Effective planning, communication skills, time management, and creative thinking).	Organized by SEC
30	Cultural Fluency	Organized by Mercy Corps,
31	Public Relations	Organized Sahim Center
32	Public Relations	Organized by Shuaa Center
33	Projects Management	Organized by District of Gaza
34	Business Administration	Organized by Shuaa Center
35	General Administration	Organized by Shuaa Center

Linguistic Skills :

<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>	<u>Listening</u>
Arabic(Native)	Excellent	Excellent	Excellent	Excellent
English	good	Excellent	Excellent	V.good
French	good	V.good	V.good	V.good

Personal Qualification

- *Ability to work within a team.
- * Ability to work under pressure.
- * A good background in writing project proposals.
- * Great deal of communication skill.
- * Punctual and capable of adjusting work priorities.
- * Ability to learn quickly & individually.
- *Ability of management & leadership ,ability to create a team
- *Ability to handle computer programmers.
- *Wide knowledge at Internet Usage.
- * Good knowledge in regards to dealing with Databases.
- *I have exquisite skills at Reporting in both English and Arabic
- *An excellent usage of Microsoft Office Packages 2003-2007-2010-2013-2015
- *I have experience which qualifies me to work in administrative business field as well as supervising and working at office
- *I am fully capable of working in public relations field
- *I have excellent skills at communication
- * I have a valid Driving License.

References:

Dr: SamyAbunasser	Alazhar University,	0599783837
Eng: Mohammed Alomani	Qattan Centre for the Child	0599601364
Dr:AbedAlNaserAlsaid	AL – Quds Open University	0599148615
Eng:khaleed Al nagii	Ministry of Telecom. InformationTechnology	0599348908

Note:

All Documents are available upon request.

COVER LETTER

Ahmed Mansour Emara

Mobile:0599247718

Email:AhmedAmara2020@gmail.com

Al_ Zaitune _ Salah Eldein Street , Gaza Strip,Palestine,

Dear Mr/Miss ;

I would like to apply for the job vacancy “ ” listed on he jobs website .

Your advertisement for the <http://www.forus4u.com> caught my attention because my professional experience and skills closely parallel your needs.

My work experience reflects a deep commitment to the work and my specialization in Information technology has given me the chance to work within many projects I do.

I worked For **THREE** years as Manager at Al-Sham Educational Center .

I worked **TWO** years and **SIX** months as an Administrative Assistant & Computer Engineer as Volunteer - part time at DOHAT Al_Ebdaa Foundation For Culture And Arts.

I worked **Four and a half** months as Teacher Assistant at Unwra Schools : Course computer and Information Technology assistant.

I worked for **ELEVEN** months as Network Engineer at the Ministry of Telecom & Information Technology.

I worked for **FOUR** months as Administrative Assistant at Jawwal Company.

I worked for **FIVE** month Administrative Assistant & Computer Engineer part timer at Moghraqa Municipality.

I worked for **ONE** year as an Administrative Assistant & Computer Engineer part timer at Roaa Foundation for Art Production .

I worked for **TWO** month as Computer Engineer at Ministry of Agriculture in the Technical Support department of Maintenance and Networking.

I worked for **TWO** month at Ministry of Agriculture as Technical Support .

I worked for **FOUR** month as Technical Support Employee at Qattan Centre for the Child,

I worked for **THREE** years Project Coordinator as Volunteer part timer at The Palestinian Organization for Development and Charity – IT Department.

Moreover I worked for **EIGHT** months as an Accountant Assistant & Sales Representative at Jarada Company Brothers and Commercial Ashwaq Center .

I worked for **TWO** month as Data Entry assistant at Palestine General Federation of Trade Unions – Gaza.

In addition , I am working as trainer at many associations .

.I believe that you will find additional information in the attached resume that further demonstrates my capacity for performing the role.

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"" Please call me to arrange an interview so that we may discuss my ability to work with diverse groups of foreigners at your organization.

I look forward to hearing from you.

Sincerely,
Ahmed Mansour Emara