

Curriculum Vitae

**Mr, Tarek Noaman
Mohamed**

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Personal Data:

Place of Birth : Egypt
Gender : Male
Nationality : Egyptian
Marital Status : Married
Date Of Birth : 15/11/1983



OBJECTIVE

To obtain a challenging role and achieving a success with a world-class company which offers growth and opportunity to utilize and expand my interpersonal, technical and organizational skills.

EDUCATION

*2000-2004 **Bachelor** of Literature, Geography dept.
Beni Suef University, Egypt.

*Jan 2022 TOT advanced **Diploma** from Alison Ireland.

*May 2023 Business Administration **Diploma** from Alison Ireland.



SKILLS - Computer & Language

*Very good knowledge of Windows and familiar with software's

(Microsoft Office, CRM, SAP, Lotus note, Iflex, Flexcube, Slack, Odoo, HubSpot, Finone, Oracle, ERP)

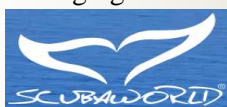
*Native language is Arabic, very good command of both written and spoken English.

EXPERIENCIES



July 2024 –Administrative in Aryan oil & gas services. Tripoli, Libya.

Responsibilities: (Processing employee's visas & ID's, Handling delivery reports, processing oil field pass, Store inventory, Reports & Letters, Accounting for income & expenses data, issuing letters & receive claims, Petty cash, Controlling & Documenting financial transactions, verify payment of invoices, Managing Financial custody.)



Jan 2024 – June 2024 -Business Accountant in Scuba world Company. Hurghada, Egypt.

Responsibilities: (Manage petty cash, manage store inventory, responsible for income & expenses data, documenting financial transactions, Review and recommend modifications to accounting systems and procedures, verify payment of invoices, assist with other accounting projects, controlling and verifying financial transactions.)



Jan 2022 – Jun 2023 Public relation & Communication Specialist in Business Spike Group, Beni Suef, Egypt.

Responsibilities: (Building and maintaining companies' relations, prepare business plan, responding to requests, attending virtual events, social media communications, partnerships contracts, sponsorships, PR reports, memberships subscriptions, contracts preparation, training coordinator, licenses issue & renewal follow up, technical presentations coordination, quotations issue, articles content writing, tenders' submission)



Feb 2021 – Dec 2021 -Public relation Officer in Mashroak company, BSS-Group, Beni Suef, Egypt.

Responsibilities: (Prepare business plan, Building and maintaining companies' relations, responding to requests, attending virtual events, communications, partnerships & sponsorships Contracts, PR reports)



June 2015 –April 2019– Admin Coordinator in Dubai Airports, Dubai, UAE.

Responsibilities: (Report writing & surveys, all related clients Quality check, Complains & Follow up, QHSE Assisting, Maintenance Coordinator, Feedback Analysis, Security Pass system admin, Carpark system admin, Work Notification Follow Up, NOC & Memo letters writing (Arabic & English), Campaign Events, Presentation Coordination, Communicating with departments for planning & development).



Jan 2015- May 2015--senior relationship officer in Noor Bank, Dubai, UAE.

Responsibilities: (personal finance for salary transferred & non salary transferred, buyout finance, SME, credit cards, opening bank and brokerage accounts, listing employers)



July 2013- Dec 2014-senior personal finance officer in Emirates Islamic Bank, Dubai, UAE.

Responsibilities: (personal finance for salary transferred & non salary transferred, buyout finance, SME, selling credit cards, opening bank and brokerage accounts, listing employers)



Nov 2008- June 2013 senior advisor- personal finance in Dubai Islamic Bank, Dubai, UAE.

Responsibilities: (personal finance for salary transferred & non salary transferred, SME, credit cards, listing employers)



March 2008 -Nov 2008-customer service representative in Etisalat Company. Ajman, UAE.

Responsibilities: (101 call centre representative, general inquiry & technical support for mobile phones sim lines, land lines & DSL, blackberry)



Nov 2006-March 2008 crew trainer in Americana company KFC restaurant. Dubai, UAE.

Responsibilities: (training new staff, quality assurance, inventory, supervising standard guidelines)

ACHIEVEMENTS



*Apr 2007 Appreciation Certificate for exceptional display of honesty. Americana company, Dubai, UAE.

*Top sales performer 2009 & 2010 in Dubai Islamic bank. Dubai, UAE.

* Jan 2016 Appreciation Certificate for outstanding dedication & commitment of operation And team work. Dubai Airports, Dubai, UAE.

*April 2016 Exceptional Performance Award. Dubai Airports, Dubai, UAE.

MEMBERSHIPS

- Global Financial Planning Institute -Member
- Project Management institute- Member # 7471001
- B2B Marketing –Member
- Development for trainers-Member # 1209
- American Management Society- Member # 3816127
- Cognitive Science Society- Member
- International Association of Innovation Professionals (IAOIP) - Member
- Digital Marketing Institute- Member

TRAINING



- * Apr-Jul 2006 **Basic Business Skills Acquisition (BBSA)** Assiut, Egypt
Sponsored by (BERLITZ) Language institute, Future Generation Foundation FGF
-Language and Computer skills, Presentation skills & project development skills.
-Acquired basic business skills including: marketing, sales, banking, accounting, & Report writing.



- * Jan 2010 **Compliance foundation** course (Dubai Islamic Bank)
- * Feb 2011 **Audit & Operation control** (Dubai Islamic Bank)
- * Oct 2012 **Microsoft Office-Excel** (Dubai Islamic Bank)
- * Nov 2012 **Building Powerful relationship** course (Dubai Islamic Bank)
- * Nov 2012 **Branches management-sharia criteria for retail products** (Dubai Islamic Bank)



- * Apr 2013 **Anti money laundering** (Dubai Islamic Bank)
- * Mar 2014 **Anti money laundering 2014** (Emirates Islamic Bank)
- * May 2014 **System Security Fundamentals** (Emirates Islamic Bank)
- * May 2014 **Foreign Account Tax Compliance Act (FATCA) Awareness Building** (Emirates Islamic Bank)



- * Sept 2014 **Operational Risk Awareness** (Emirates Islamic Bank)
- * Nov 2014 **IT Security Policy Awareness** (Emirates Islamic Bank)
- * Aug 2015 **Airport Service program** (Institute of leadership & management)
- * Nov 2015 **Airport Management Programme1** (Institute of leadership & management)
- * May 2016 **Safe & Unsafe Acts** (Dubai Airports)



- * Aug 2016 **I-SAFE Information Security Awareness** (Dubai Airports)
- * Feb 2017 **Advanced communication skills** (Dubai Airports)
- * Jul 2017 **Airport induction** (Dubai Airports).
- * Jul 2017 **Environmental Awareness** (Dubai Airports).
- * Jul 2017 **Health & Safety Awareness** (Dubai Airports).
- * Jul 2017 **Security Awareness** (Dubai Airports).

- * Aug 2017 **I-SAFE Information Security Awareness** (Dubai Airports).
- * Oct 2017 **Aviation Fundamentals** (Dubai Airports).

- * Nov 2017 **Modern Hospitality - service** (Dubai Airports).
- * Apr 2018 **Modern Hospitality – Programme** (Dubai Airports).

- * July 2018 **I-SAFE DA Information Security Awareness** (Dubai Airports).

- * Oct 2021 **Start-up Business Development Program** (Ministry of Planning & Economic Development)

- * Nov 2021 **Effective leadership skills Program** (Ministry of Planning & Economic Development)

- * Dec 2021 **Idea to project Program** (Ministry of Planning & Economic Development)

- * Jan 2022 **TOT Course** (International Board of Certified Trainers) & (EDRAAK)

- * Jan 2022 **Principles of Sales Management** (HubSpot Academy)

- * Feb 2022 **OSINT** (Business Spike)

- * June 2022 **SEO** (Edraak) & (Maharat from Google)

- * Sept 2024 **Project Management Foundations** (PMI) & (LinkedIn)

- * Sept 2024 **Project Management for life** (EDRAAK).



LinkedIn Profile: <https://www.linkedin.com/in/tarek-noaman-440618ab/>

Best Regards

Tarek Noaman

