

Elsayed Mohammed Ashour Abdelwahed

PERSONAL DETAILS:

- **Place and Date of Birth:** Egypt ,22nd, October , 1983
- **Email Address:** sayed.ashour5@gmail.com
- **Mobile number:** +971 501732428 - +971502599009
- **Marital Status:** Married
- **Gender:** Male
- **Languages:** Arabic, English.
- **Nationality:** Egyptian.
- **Driving liecence :** Available.



QUALIFICATIONS:

1. Working with efficiency.
2. Working with a team and Building friendly relationships with my colleagues.
3. Ready to learn, and Working under pressure.
4. Flexible in terms of schedule and tasks given, and being able to adapt to new situations.

EDUCATION:

2006

Al-Azhar University - Faculty of Languages & Translation
Department of Islamic Studies In English.

PROFISSIONAL EXPERIANCE:

2010

-

2020

Work as an **Archivist specialist** and secretary in Juma Al-Majid center for culture and heritage,Dubai. My job is arranging all the department of studies and foreign affairs tasks like: receiving the daily incoming mail and writing the outgoing mail then Archiving both of them. The most important task of my Job duties I worked as **Document Controller**. I collected and scanned all the department documents and store and upload all of them to our Archiving system. I converted these documents from hard copies into soft copies as a result of this task it was very easy to teach to any document at any time which save time and efforts. The last one of my duties in this job is to download the available manuscripts and old books from the libraries websites.

2008

-

2010

Work as a receptionist, Data entry operator and Customer service officer in Juma Al-majid Center for culture and heritage. Also receiving the school trips and guide them inside our library. sometime work as librarian. I have trained inside cataloging process department .

2008

-

2008

Work as an English Teacher for one year In Al-Azhar Al-Shareef Secondary institute in Shribeen town – Egypt. I taught English and Islamic studies in English for the secondary school and the middle school also.

CERTIFICATES:

- Training course in Microsoft Office.
- Training course in Adobe Photoshop.
- Training course in Electronic Archive From Juma Al-Majid center for culture and heritage.

COMPUTER SKILLS:

Microsoft Office:

Excel, word, outlook, power point (Excellent).

Electronic Archive:

Juma Al-majid system of Archiving the incoming and outgoing mail.

Internet:

Dealing with all websites of downloading manuscripts.

Adobe Acrobat DC

Excellent In using this program Editing , scanning and modifying all kind of documents.

Computer Maintenance

This is my favorite hobby and experience both of software and hardware maintenance

LANGUAGES:

Arabic : Mother tongue.

English : Excellent the field of my study.