**Curriculum Vitae**

 **Ahmed Hafez Elaraby**

 +201282828050

**CAREER OBJECTIVE**

**Seeking a suitable position in a growth – oriented company, known for its professionalism and integrity. Secure a challenging position in the hospitality business that offers variety of tasks with an opportunity to utilize solid practical work experience combined with strong business geared education, skills and knowledge.**

**PERSONAL PROFILE**

∙Hardworking and result – oriented.

∙Able to work under pressure.

∙Good interpersonal skills and great adaptability.

∙Confident, optimistic and team leader skilled.

∙Able to rationally organize own work.

**WORK EXPERIENCE**

**Learning center coordinator may 2010 - present**

**YAT EDUCATION CETERS**

∙follow up **lcmis** system for all customers .

∙Delivery customers all the books with **lcmis**

∙Help customers solve all their problems

∙Coordination with technical support and customer service as well as for all courses.

 ∙Create and modify sessions on the system

 ∙Fair work place for all sessions and inform the Director and management in case of problems for customers



 **Accounts System coordinator January 2008-may2010**

 **Jebel Ali Golf Resort & Spa; Dubai Heritage Vision LLC; Bateaux Dubai LLC**

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* Check and confirm all tasks about Axapta.
* Review all operations of all sections accounts with the system record
* Design and create all the files with excel .
* Preparing city ledger deductions for payroll accountant.
* Finalize monthly collection reports / fund flow / monitoring payables and receivables.
* Preparing reports including weekly, monthly and Yearly Credit reports and journals vouchers.
* Reporting directly to Account Manager.

 **Manager  of Maintenance**

 **Ela lamia company for computer(ucc) May 2001-December 2004**

* Solve all the problems related maintenance
* Follow-up maintenance companies
* Reporting daily maintenance as well as at the end of each month



**Technical Support Specialist December 2004-December 2007**

**YAT EDUCATION CENTERS (Port Said Branch)**

**1)**Diagnose hardware and software problems, and replace defective components.
**2)**Perform data backups and disaster recovery operations.
**3)**Maintain and administer computer networks and related computing environments, including computer hardware, systems software, applications software, and all configurations.
**4)**Plan, coordinate, and implement network security measures in order to protect data, software, and hardware.
**5)**Operate master consoles in order to monitor the performance of computer systems and networks, and to coordinate computer network access and use.
**6)**Perform routine network start up and shutdown procedures, and maintain control records.



**Test Centre Administrator December 2004-December 2010**



 **Person Vue & Prometric & ICDL On Yat Learning Solutions**



* Reporting head office manager.
* Handling all operation from **Maintenance.**
* Opening all servers testing **( prometric and vue** ).
* Upload and download all result for test centers .
* Print daily scheduling



**Harvest Training College (Port Said Branch)**

**International Language & Computer Center – ILC**

* **Instruct IT courses**
* **Instruct Computerized Accounting**
* **Instruct Graphics Design Diplomas**
* **Make work shop on Programming Projects** 

**QUALIFICATIONS**

∙Bachelor of quality controller

Bachelor of Arts and Education

 **LANGUAGES**

∙ Arabic – native

∙ English – excellent

∙ French – fair

**IT Information**

 **Microsoft Business Solutions Axapta**,  **( 4.0 , 2009 )**

  **OS Platforms (Microsoft Windows XP, Vista , seven ,win8.1, server (2003, 2008-2012)**

 **Office applications ( office 2000 , 2003 , 2007 , 2010-2013-2016 )**

 **Isa server (2006 ,2004 ) + TMG**

 **Auto cad ( 2009 -2012 )**

**Certificates Information**

* **Computer Driving Licence (ICDL) v4.0**
* **Windows Server® 2008 Network Infrastructure, Configuration**
* **Windows Server® 2008 Applications Infrastructure, Configuration**
* **Pro: Windows Server 2008, Enterprise Administrator**
* **Deploying and Maintaining Windows Vista Client and 2007 Microsoft Office System Desktops**
* **MCITP Enterprise administrator on windows server 2008**
* **Microsoft Technology Associate (Networking Fundamentals -Database Fundamentals )**
* **Microsoft Office Master Specialist (Microsoft Office 2010 Master Specialist )**
* **Microsoft Office Expert (Microsoft Excel 2010 Expert - Microsoft Word 2010 Expert)**
* **Microsoft Office Specialist (Microsoft Access 2010 - Microsoft PowerPoint 2010 )**

**PERSONAL DETAILS**

∙ **Place/Date of birth:**  **Port Said, 28th September 1980**

∙ **Nationality:**  **Egyptian**

∙ **Religion:** **Moslem**

∙ **Marital Status:**  **married**

∙ **Permanent Address:** **El-zhor elabor building 1 18 flat**

∙ **Present Address: portsaid El-zhor elabor building 1 18 flat**

∙ **Contact No**

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\*Reference available upon request