

# AYMAN ATYEA

## Job Title

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ROSHDY-KAFR ABDO: 33 Kaliel El Kiat, Mostafa kamel.F.6. F.26

Egyptian

17/11/1973

Married : 2 boy – 1 girl



\* I offer you more than 23 years of experience in the field of writing research, books, theses, masters, doctorates, and promotion research. In addition to experience in the field of libraries as specialized librarian for one of the central libraries in the disciplines of library studies, the specialization of computers and the specialization of tourism and hotels. And to provide office service at the highest level, whether from an administrative or scientific point of view or in terms of service. In addition to working on many mechanization projects and publishing houses, where many books, volumes and various research papers have been written in different shapes and languages. And it is no secret to you how much mental effort expended in this specialized field. And how much experience has been gathered through practice and how much effort and effort expended.

## PERSONAL SKILLS

Leadership	90%
Communication	70%
Self-motivation	80%
Decision Making	90%
Adaptability	90%
Self-motivation	90%
Rationality and logic in solving problems.	90%
Good organization in handling duties.	90%
Mastery of work in a correct and excellent form	90%
The percentage of errors is not mentioned in skills and business	90%
Quality in business shows accuracy	90%
Do not put off completion and completion as quickly as possible,	90%

## WORK EXPERIENCE

**Administrative Secretariat: (Responsibilities of Computer at management)** “European Schools of Alexandria”. Egypt. Alexandria.

Aug 2015. Oct 2018

### “Data sections at the school:

1- Turn on the control. 2- Department of Physical Education. 3- School uniform department. 4- Department of Nursery.5- Kindergarten Department. 6-Department of English language.7- Department of French language. 8- Department of German language. 9- Examination reward. 10- Personnel Affairs Department. 11- Student Affairs Department. 12- Reception. 13- Managing Director Excel. 14- Managing Director Word. 15- Public Relations of Photography. 20- Accounts Department. 21- Canteen. 22- Department of Labor. 23- Department of Cars and Movement. 24- Executive Secretarial Department. 25- Music education. 26- Social studies. 27- Mathematics. 28- Medication and vaccinations.

### “Specific functions of data entry (Computer responsibilities)

1- Ensuring that information is accurately communicated as it is on the ground without interfering with the considerations related to the administrative process.  
2- All data (papers, information and designs) in the aforementioned sections.  
3- The attendance and departure of workers. 4- Security attendance and departure. 5- Drivers attend and leave. 6- Supervisors attend and leave.  
7- Salary data (workers – Security – drivers – supervisors).  
8- The salaries are data only (teachers). 9-Printing for the French department.  
10- Additional workers and foreman. 11- Assignment tasks for any department. 12- Review to ensure the correctness of the data. 13- Control data validity. 14- Monitoring in exams.

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## LANGUAGES

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English

French

Arabic

German

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## MOST PROUD OF

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### ➤ Library

Cataloging and classifying for a lot of work with Forming a work team to achieve goals.

### ➤ Sales

Preparing and analyzing data for a mechanization project Automation and Sales Manager.

### ➤ Computer Center

Typing a lot of work with Forming a work team to achieve goals (Various works).

### ➤ Scientific Searching

Writing a thesis (Master, PhD, or Research Promotion) myself without help.

### “Librarian” of A central library

“Higher of King Mariot – Alexandria”. Egypt, Alexandria. King Mariot.

Jul 2009 – Jan 2013

\*The Central Library consists of the Literary Studies Department. the computer Department. The tourism and hotel department.

\* Inventory, description, Indexing, Classification and recording of 13.000 books manually on cards. And in the logs. And automatically on a program specialized in libraries from the Central Library in Alexandria.

- \* Helping faculty members in the library. And help researchers in books and scientific material. As well as helping students with books and scientific material for graduation projects. In addition to writing research papers. Publishing and printing books for some professors and students.

### “Instructor” , Arabic, English and French typists.

(EMIDC) Egypt Mining & Drilling Chemicals Company. EGYPT. City, Country.

Sept 1999 – Jan 2000

- \* Computer training and education for factory employees and engineers, Preparing and writing quality papers, some designs. Writing and copying the master’s thesis for one of the company’s shareholder leaders.

### “Typist”

\*Publishing house specialists publishing of books “El Culture Scientific Searching, (Egyptian Association of librarianship and documentation sub. Alex.) Egypt. Alexandria.

Aug 1997 – Jan 2020

“Writing and copying administrative papers, Scientific books, theses (MA And PhD) and promotion research of the publishing house and professors in the field of libraries and information.

### “Super user” : Arabic, English, French

"several a computer centers", Egypt. Alexandria

\*From: 1/8/1997 to 1/10/1997 {Abed Elatef center for writing scientific searching}.

\*From: 1/11/1997 to 1/1/1998 {El Nbkga for scientific service and service business man}.

\*From: 1/2/1999 to 1/6/1999 {El Fager centre for writing scientific searching and copies papers}.

\*From: 1/6/1999 to 1/9/1999 {El Hussein Graphic center}.

\*From: 1/10/1999 to 1/2/2003 {Ayman center for writing scientific searching}.

\*From: 1/4/2005 to 1/6/2005 [Style center sub1, S&S sub2, for writing scientific searching at network}.

\*From: 20/7/2015 to 22/8/2015 [El Forsan for Scientific Searching (writing scientific searching and copies papers) at network on modern supplies – Printing general – Colures – Scanner}.

### “Typist” : Arabic, English, French

« Nour El Eslam Center » , Egypt, Alexandria

Nov 1994 – Aug 1997

Jan 2003 – Jul 2005

\* Preparing and analyzing data for a mechanization project Automation.

## AREAS OF EXPERTISE

Typing

Instructor

Designer at computer IBM

Preparing and analyzing data

Arrange the work and writing

Sales

## HOBBIES

Travel

Hunting of fish

Hunting of birds

Playing ping pong

Playing football

## EDUCATION

### Librarianship and Information

Faculty of Arts, Egypt, Alexandria

Aug 1993 – Jun 1997

Primary: Roshdy, 1997-1984. (94%)

Preparatory: Abd Ala El Nadim, 1985-1987. (74%)

Secondary: Mostafa Kamel, 1988-1992. (64%)

University: Faculty of Arts, 1993-1997. (64.7%)

Section Librarianship and information.

### Your field study

Name of university or school

## COURSES

### (ICDL) Certificate (7 Modules)

Nov 2007

Smart

ICDL Certificate (7 Modules), European computer Driving License Foundation.

Serial number : EGY 1007527

### Introduction + Dos

Oct 1994

Computer Soft Center

10/10/1994 : Introduction + Dos

### Windows 3.11

Oct 1994

Computer Soft Center

10/10/1994 : Windows

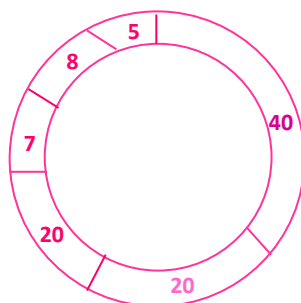
### Hardware & Software

May 2009

Trust Solution

1/ 5 / 2009 : Hardware & Software (Applied 50 Hours)

## MY TIME



Working	(40%)
Family	(20%)
Co-Ordination	(20%)
Entertainment	(7%)
Relaxing	(8%)
Custom	(5%)