

Mohamed Ali Sayed Mohamed

Personal Details & Contact Information

- **Name:** Mohamed Ali Sayed.
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 - **Birth Date:** 1/10/1992.
 - **Nationality:** Egyptian.
 - **Marital Status:** Single.
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CAREER OBJECTIVE

To Find a Challenging Position to Meet my Competencies, Capabilities, Skills, Education and Experience.

Education:

1. BA in Libraries, Archives, and Information Science May 2013, Faculty of Arts, Cairo University, with overall Grade Very Good.
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Experience:

1. Professional Experience:

- **February 2014 - Now: Librarian** at Regional Information Technology and Software Center (RITSEC).

Job Description:

- 1- Doing the Technical Operations of the Library Cataloging, Classification and Subject Headings.
- 2- Overseeing the IT Requirements Including the Library System.
- 3- Prepare Reports related to Library and information services.
- 4- Orienting New Students and Visitors.
- 5- Helping Students and Instructors Searching through Databases and Search Engines.

- **March 2016 – March 2017: Cataloger** in Digital Library Unit at Cairo University.

Job Description:

- 1- Quality Control of bibliographical records in the Union Catalog at Cairo University which will be available at the Egyptian Universities Libraries Consortium (EULC).
- 2- Help Researchers and Academic Staff How to Use and Search Scientific Databases.
- 3- Training Researchers and Academic Staff How to Use Egyptian Knowledge Bank (EKB).

- **October 2014 – October 2015: Librarian** at Central Library of Modern University for Technology & Information (MTI).

Job Description:

- 1- Doing the Technical Operations of the library Cataloging, Classification and Subject Headings.
- 2- Orienting New Students and Visitors.
- 3- Helping Students and Instructors Searching through Databases and Search Engines.

2. Academic Project:

- Participate in Design Website about Misr Public Library (MPL) in El Wadi El Gadid: My role is Collect Data .
- Participation in website and retrieval system for Heritage Library Prince Ibrahim Helmy : My role is Cataloger, Data Entry at Koha integrated Library System.
- Participation in Database about Libraries Software: My role is Collect, Data Entry and Design website.

3. Conferences:

- Workshop Specifications and Standards in the Field of Libraries and information in the Central Library, Cairo University (2014).
- Attend a Conference about: RDA 1-2 April in Misr Public Library (MPL) Giza (2013).
- Egyptian Book Marketing Conference Organized by the Committee on the Book and Publishing in the Daily 4-3 April in the Supreme Council for Culture (2013).
- Celebration of the International Day of Open access at Central Library of Cairo University (2013).
- Workshop Arabic Digital Book in the daily 4-2 October in ICS- maadi (2012).
- Conference on the Role of Information and Communication Technology in Education and Scientific Research, towards Activating Cloud Computing in Egypt and its Applications at the Conference Center at the University of Cairo (2012).

4. Volunteering in Many Organizations:

- Volunteer in Resala Association.
- Participate in the Organization of the Department of Scientific Conference Documents and Libraries and Information Technology within two years (2012, 2013).

Skills:

1. Technical skills:

Program	Level
1. MS Word – MS PowerPoint	Excellent
2. Future Integrated Library System (FLS)	Excellent
3. Koha Integrated Library System	Good
4. Kotobee	Very Good

2. Other Skills:

1. Leadership.
2. Teamwork.
3. Working under Pressure and being Responsible to Finish Tasks.
4. Training.

3. Language :

1. Perfect Speak, Read and Write Arabic (Mother Language).
2. Good Speak, Read and Write English.

Interests and Activities:

1. Extracurricular Activities :

- Member in Misr Public Library (MPL) in El Wadi El Gadid.
- Member in Information Resource Center (IRC) – American Embassy.

2. Interests and hobbies:

- Reading.
- Written Stories and Poetry.

- Surfing Internet (AI – AR – QR – Chat bots – Mobile Application)
 - Seeing a lot of Sports.
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Awards:

1. Best Member Award in Misr Public Library (MPL) in El Wadi El Gadid (2008).