ABDALLAH HANAFY HASSAN HANAFY

Date	

7 Ahmed Shoukry St, Kassr El Nile, Cairo, Egypt.
01008261844
0225741021
Abdallahhanafy1992@gmail.com

OBJECTIVE

Creative, hard worker, self-motivated person and excited by the new challenges involved in technical services in libraries. Passionate about cataloging and classification with extensive knowledge of MARC 21, Dewey Decimal Classification, RDA (Resource Description and Access), Metadata and library integrated systems like Koha, Future, Symphony

EDUCATION

BA of Arts (2014-2015).
- Libraries and Information Technology, Cairo University.
- Department: Libraries and Information Technology.
- Section: Information Technology.
- Postgraduate: Master degree student.

WORK EXPERIENCE

Document controller| At Zaki Hashem & Partners Attorneys at Law (June 2017– present).

- Worked Cataloger in October 6 University Library (Feb.2016-May 2017).

TRAINIG

- Cataloguer at The Library Of League of Arab States (1Aug.2014 -30 Sep. 2014).
- Cataloguer at Misr public library (13 June 2014 –14 July 2014).
- Cataloguer at The Library Of Cairo University (25 Aug. 2013-25 Sep. 2013).

WORKSHOPS

- Online Workshop In Periodicals Cataloging Using RDA from Library of Al-Abbas Holy Shrine (20 Aug.2020- 21 Aug.2020).
- Online Workshop about Thesis Cataloging Using RDA from Library of Al-Abbas Holy Shrine (4 Aug.2020- 5 Aug.2020).

- Online Workshop about knowledge Society and Sustainable Development in Arab World from Arabic Union Catalog (7 July 2020)
- Advanced Skills in Bibliographic and Authority Control using RDA at Misr University for Science and Technology MUST (18 Aug 2019. – 20 Aug. 2019).
- Descriptive cataloging using RDA from Cybrarians (8 March 2015- 12 March 2015).

COURSES

- Training course in Electronic archiving from ILC Eg. (5 June 2018- 7 June 2018).
- Training course in Authority files from ILC Eg. at October 6 University Library (10 April 2017- 12 April 2017).
- Training course in DDC from ILC Eg. at October 6 University Library (10 April 2017- 12 April 2017).
- Training course in Koha Library system administration from ILC Eg. at Greater Cairo Public Library (5 Feb. 2017- 7 Feb. 2017)
- Training course in MARC 21 cataloging format from ILC Eg. at Greater Cairo Public Library (8 Feb. 2017- 9 Feb. 2017).
- Training course in D-Space system from ILC Eg at Greater Cairo Public Library (11 Feb.2017- 12 Feb. 2017).
- International Computer Driving Licence (ICDL) (25 Feb. 2012- 15 March 2012).

LANGUAGES

- Native speaker of Arabic

- Very good command in English

COMPUTER SKILLS

Proficient or familiar with a vast array of concepts and computer technologies, including:

- Windows & Linux.
- MS Office programs.
- Researching Skills in databases.
- Library Automation Systems (Koha, D-Space & MARC Edit).

SKILLS & ABILITIES

➢ DOCUMENTATION AND INFORMATION MANAGEMENT:

- IBM Filenet content manager.

- Organize and Archive electronic and hard Documents.

- Organize and save e-mails archive.

- Collect, scan and upload documents following set procedures.

- Organize and file current document backlogged.

- Responsible to process all submittals and input into the system.

- Fulfill Document Retrieval Requests.

➢ LIBRARIES AND INFORMATION TECHNOLOGY:

- Cataloging manuscripts, Books and Periodicals.

- MARC 21 cataloging format.

- AACR2 & RDA cataloging rules.

- Koha Library system.

- Future Library system.

- symphony Library system.

- Horizon Library system.

- MarcEdit development.

PERSONAL SKILLS

- Self-motivated with investigating, troubleshooting, and evaluation and analysis skills.
- Ability to work as part/ leader for team.
- Ability to work under pressure for long hours.
- Outstanding communication skills.

PERSONAL DATA

- **Gender:** Male.
- **Date of Birth:** 24/ October/1992.
- **Nationality:** Egyptian.
- **Marital status:** Single.