

# Mohamed Saad Mohamed

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## IT Certificates

- **Microsoft Office Specialist 2002**

- Microsoft Word – Expert
- Microsoft Excel – Expert
- Microsoft Access – Core

## Courses

- **English Courses**

- Amideast
  - General English ( Pre-Advanced Level ) 90 h
  - Business English ( Advanced Plus Level ) 90 h
  - Conversation 30 h
- Inform – IBM
  - General English ( Intermediate Level ) 30 h
  - Business Technical Writing 30 h
  - Report Writing 30 h

- **IT Courses**

- ITI
  - Introduction to the Internet 24 h
  - MS. Windows XP 24 h
  - MS. Excel XP 18 h
  - MS. Access XP 36 h
  - Programming Language Concepts 24 h
- Inform – IBM
  - Microsoft Windows XP 30 h
  - MS. Word XP 60 h
  - MS. Excel XP 60 h
  - MS. Access XP 60 h
  - MS. PowerPoint XP 30 h
- MOE – Intel ( Teach to the Future )
  - MS. Word 2003 12 h
  - MS. PowerPoint 2003 12 h
  - MS. Publisher 2003 12 h

- Fujitsu
  - Programming Language & Data Structure 12 h
  - Operating Systems 12 h
  - Introduction to Computer Networks 18 h
  - Documenting Systems 6 h
- **Soft Skills Courses**
  - ITI :
    - Presentation Skills 24 h
    - Interpersonal & Communication Skills 24 h
  - Fujitsu
    - Plan Your Development 6 h
    - Preparing Presentations 6 h
    - Giving Presentations 6 h
    - Working in Teams 6 h
    - Persuading with Numbers 6 h
    - Working with Numbers 6 h
    - Make Objectives Happen 6 h
    - Decision Making 6 h
    - Problem Solving 6 h
    - Create Your Sales Plan 6 h
    - Starting the Sales 6 h
    - Communicating with the Customer 6 h
    - Understanding Your Customer 6 h
    - Sales Presentations & Demonstration 6 h
    - Progressing & Closing the Sales 6 h
    - Best Practice for Effective Business Writing 6 h
    - Caring for Your Customers 6 h
    - Putting Customer First 6 h
    - Report Writing 6 h
    - Effective Writing 6 h

## Professional Expertise

- Berlitz English Instructor 2008 – Now
- English-Arabic-English Translator 2000 – Now
- English Teacher – MOE 2000 – 2006
- Making Computer-Based English Tutorial 2000 – 2006
- Five-Star Hotel Receptionist 2003 – 2003
- IT Instructor 2004 – 2005

## **Academic Qualification**

- B.A., South Valley University, Faculty of Education  
English Dept., 2000, Pass
- Professional Diploma, South Valley University, Faculty of Education  
Technology of Education, 2002, Very Good

## **Personal Information**

- Marital Status : Married
- Military Status : Exempted
- Date of Birth : 25 / 9 / 1979
- Place of Birth : Aswan

## **Languages**

- Arabic : Mother Tongue
- English : Very Good Command ( written & Spoken )
- French : Fair