

Curriculum Vitae



OBJECTIVE

A challenging position with a progressive and dynamic organization that needs and appreciates a hard working professional who will both utilize and strengthen the organizations skills acquired by me.

Personal Data

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|------------------|----------------------------------|
| Name | Khaled Ibrahim El_Dsouky El_Zaky |
| Date of Birth | 1/10/1976 |
| Military service | Exempted |
| Mobile | +971502274767 +971555539922 |
| Passport | 913374 (valid) |
| Profession | Director of ITC |
| Nationality | Egyptian |
| Work Experience | 20 years |
| Local Experience | 12 year |
| Email | khaled_eldsouky@hotmail.com |

Education

- FGF / BSA AMIDEAST English and Business, Computer course 2000
- Diploma in Methodology, Mansoura University, Faculty of Education ,1999 .
- B Sc. of Education, Al Azher University, Faculty of Education ,1998 .

International Certifications

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|---|-----------------------------|------------------|------|
| 1 | <i>Professional trainer</i> | <i>AIPS</i> | 2019 |
| 2 | <i>Project planning</i> | <i>ICDLGCC</i> | 2017 |
| 3 | <i>Social Media</i> | <i>ICDLGCC</i> | 2017 |
| 4 | <i>Dreamweaver</i> | <i>Certiport</i> | 2016 |
| 5 | <i>Photoshop</i> | <i>Certiport</i> | 2016 |
| 6 | <i>Adobe Flash</i> | <i>Certiport</i> | 2016 |
| 7 | <i>IC3</i> | <i>Certiport</i> | 2010 |

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|----|--------------------|------------------|------|
| 8 | <i>CTP</i> | <i>ICDLGCC</i> | 2006 |
| 9 | <i>MOS</i> | <i>MICROSOFT</i> | 2005 |
| 10 | <i>Intel learn</i> | <i>INTEL</i> | 2005 |
| 11 | <i>MCP</i> | <i>MICROSOFT</i> | 2005 |
| 12 | <i>ICDL</i> | <i>UNISCOO</i> | 2004 |

Computer And Training Course

- **Microsoft**
 - *Dos 6.22*
 - *Windows 3.11 , 95 , 98 2000 , 7 and 8*
 - *Internet explorer 5.0*
 - *Visual Basic 6.0*
- **Microsoft Office**
 - *Word 2000 XP 2003, 2007 ,2010 ,2013*
 - *Excel 2000 XP 2003 , 2007 ,2010 ,2013*
 - *Power point2000 XP 2003, 2007 ,2010 ,2013*
 - *Access 2000 XP 2003, 2007 ,2010 ,2013*
 - *FrontPage 2000*
 - *Outlook 2000 XP*
- **Internet concepts and skills**
 - *HTML*
 - *JavaScript*
 - *Macromedia*
 - *Flash 6.0*
 - *Director 7.0*
 - *OUTERWEAR*
- **Adobe Photoshop 5.5**
Expert in designing and work with Microsoft access database

Position Held

Training Manager and IT section head for AIResala education and training center

Work Experience

1. Head of computer Department for Al Resala education and training center Centre in UAE from 1/10/2013 until now

Responsibilities

- IT instructor
- network administrator and troubleshooter
- lead time work administrator for net working IT instructor

2. Computer instructor and IT Coordinator for Ibn Majed International Centre in UAE from 25/4/2006 To 30/9/2013

Responsibilities

- IT instructor
- network administrator and troubleshooter
- administrator for ICDL exams
- lead time work administrator for net working IT instructor

3. Instructor in Science Club in Egypt from 1/10/1998 to 30/4/2001

Responsibilities

- IT instructor for windows 98 and MS office application

4. Director of ITC from 1/5/2001 to 24/4/2006

Responsibilities

- Lead teamwork and plan and control team of Information Technology Club to
- Trace job progress
- Installing, configuration and maintaining Microsoft windows sever 2000 2003 and related networking specification
- DNS DHCP WINS RAS IIS
- Web development and graphic design
- Hardware technician and software

- Trainer for many kind of programs ICDL MOS MCSE web design and develop graphic programming
- Planning and designing LAN for client
- Troubleshooting and maintenance of LAN network

5. Instructor of computer science and application in DCTC in Egypt

from 24/7/2003 to 24/4/2006

Responsibilities

- IT instructor for windows 2000 and MS office application
- Account application

Skills

- Good knowledge of English language (Both spoken and written).
- Proficient in Microsoft application use.
- Ability to work well under pressure.
- Excellent team work skills
- Skill of controlling and teaching varieties of students including adults and children
- Excellent interpersonal skills
- Sound supervisory and leadership skills
- Ability to form relationships and motivate students
- Excellent administrative and organizational skills

References

Furnished upon request.