

## CURRICULUM VITAE

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### **PERSONAL INFORMATION**

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Name : **Ahmed Abd El-Rahman Farag**  
Date of birth : 01 Sep. 1984  
Nationality : Egyptian  
Address : Hail St., Ruwais, Jeddah, KSA  
Marital Status : Married has a Baby Girl  
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### **CAREER OBJECTIVE**

Seeking a challenging position in a multinational and reputable Organization which improve and utilize my education and experiences.

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### **EDUCATION AND TRAINING**

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#### **ACADEMIC QUALIFICATIONS**

- Graduation year : 2016
- Place and Country : Institute of Asian Studies and Researches, Egypt
- Degree Obtained : Diploma in a Social Work - Zagazig University.
  
- Graduation year : 2005
- Place and Country : Faculty of Social Work, Helwan University, Cairo - Egypt
- Degree Obtained : Bachelor degree in a Social Work - Helwan University.

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#### **ACTIVITIES & TRAINING**

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- Date : May 2019
- Place and Country : IORWD - MWL, Jeddah – KSA.
- Main Task : UNHCR Training course, in title " Disaster and Crisis Management".
  
- Date : Nov. 2014
- Place and Country : Durrah Beach Hotel, Jeddah – KSA.
- Main Task : Second International forum for Humanitarian action, in title "Humanitarian Action in a turbulent world"
  
- Date : Sep. 2014
- Place and Country : Concord hotel, Jeddah – KSA.
- Main Task : "INTERNATIONAL REFUGEE LAW" (IHL) Workshop with UNHCR.

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- Date : Mar. 2014
  - Place and Country : Int'l Islamic relief Organization (IIRO), Jeddah – KSA.
  - Main Task : Skills and techniques of internal audit for quality systems using applications (SIX SIGMA)
  
  - Dates : April 2013.
  - Place and Country : Al Faisal University, Jeddah – KSA.
  - Main Task : "The Creative Secretary" Program.
  
  - Date : Jun 2013.
  - Place and Country : Organization of Islamic Cooperation (OIC), Jeddah – KSA.
  - Main Tasks : First International forum for Humanitarian action, in title "Humanitarian action in today's world: Reality and challenges" with ICRC.
  
  - Date : Mar 2013
  - Place and Country : Jeddah Chamber of commerce and Industry (JCCI), Jeddah – KSA.
  - Main Task : TRIZ theory training course.
  
  - Date : Dec 2012.
  - Place and Country : Jeddah Literary Cultural Club, Jeddah – KSA.
  - Main Task : Press Release Art.
  
  - Date : Nov 2012
  - Place and Country : IIRO, Jeddah – KSA.
  - Main Task : Internal Quality Auditor Training Program,
  
  - Date : Oct 2011
  - Place and Country : IIRO, Jeddah – KSA.
  - Main Task : "Strategic planning and goal setting" Training Course.
  
  - Date : Jan 2011
  - Place and Country : IIRO, Jeddah – KSA.
  - Main Task : "INTERNAL AUDITOR" Training Course.
  
  - Date : Nov. 2008
  - Place and Country : Cairo - Egypt
  - Main Task : (Smart Education) the first Learning Technology Forum, Microsoft.
  
  - Date : Jul. 2005
  - Place and Country : Helwan University, Cairo - Egypt
  - Main Task : (Macromedia Flash MX) training course.

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- Date : Apr. 2005.
  - Place and Country : Helwan University, Cairo - Egypt
  - Main Task : Computer Hardware & Software training course.
  
  - Date : April 2008.
  - Place and Country : Leadership & Management Development Center (LMDC)
  - Main Task : "Excellent Customer Service: How to Win and Keep Customers" training course.

### **PREVIOUS EXPERIENCE:**

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- Date : April 2010 - to present.
- Place of work : International Islamic Relief Organization "IIRO", Jeddah – KSA.
- Job Title : **International Relations Coordinator.**  
**\*I.R. Researcher & Internal Auditor (2010-2014)**
  
- Date : 10/04/2009 - 31/03/2010
- Place of work : Mediterranean Sea TELECOM, for Contracting, Jeddah – KSA.
- Job Title : **Document Controller (DC).**
  
- Date : Jul 2007 - Mar 2009
- Place of work : ABOU GHALY MOTORS, one of the great agents in motorcar, Egypt
- Job Title : **Executive Secretary,**
  
- Date : Dec. 2005 - Jun. 2007
- Place of work : El Masria Company for cars, Cairo - Egypt
- Job Title : **Sales Support.**

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### **PERSONAL SKILLS AND COMPETENCES**

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#### **LANGUAGES**

- Mother tongue is Arabic.
- Perfect in English.
- Knowledge of both spoken and written French.

#### **COMPUTER SKILLS AND OTHER SKILLS**

- Very good knowledge of MS-Office, software and hardware.
- Good knowledge of Macromedia Flash MX.
- Motivation to learn new skills and technologies.
- Ability to lead, guides, and motivate people at all levels.
- Ability to lead, guides, and motivate people at all levels.
- Excellent knowledge in time management skills.

"Thanks for caring & I hope to be part of your successful teamwork".