Mohamed Eltamazy

**Al-Nasr district building No 109**

Ganub Sina (Tur Sinaï) EGYPT

+201060446893- 01154799660

Email: mohamedeltamazy@gmail.com

**Languages:** French, English, ARABIC (basic)

**Computer skills:** Word, Access, Excel, PowerPoint, Manjaro Internet

**Work experience**

2022-TO now **Financial specialist**

 GAHAR., Ganub Sina (Tur Sina)

* Responsible for the permanent advance
* sanitary control
* Security supervision
* Administrative Affairs
* fingerprint device

2019-2021 **Director of the Administrative Affairs Department**

The Egyptian Ministry of Health

 ., Ganub Sina (Tur Sina)

* Responsible for the archive (correspondence)
* Responsible for security personnel
* Responsible for maintenance technicians
* Responsible for the hygiene personnel
* Responsible for administrative housing
* Responsible for the fingerprint device
* Responsible for the car drive

2018-2019 **Warehouse management agent**

The Egyptian Ministry of Health

 ., Ganub Sina (Tur Sina)

* + - * + Responsible for the annual inventory
				+ Responsible for the periodic inventory
				+ Supervision of storekeepers
				+ Responsible for coding items
				+ Responsible for following up the registration in the books
				+ Responsible for purchasing management

2016-2017 **Financial and administrative inspector**

 The Egyptian Ministry of Health

 ., Ganub Sina (Tur Sina)

* + - * + Inspection of business financial treasury ledgers
				+ Inspection of administrative work
				+ Inspection of personnel affairs
				+ Inspection of warehouses
				+ Examination of financial and administrative violations
				+ Reply to correspondence

2002-2016 **Financial and administrative inspector**

 The Egyptian Ministry of Education,

 Qalyūbia (Shubra Al Khaimah)

* + - * + Inspection of business financial treasury ledgers
				+ Inspection of administrative work
				+ Inspection of personnel affairs
				+ Inspection of warehouses
				+ Examination of financial and administrative violations
				+ Reply to correspondence

2006-2011 **Security guard**

 SEAVIN GCA. American Company

 CAIRO, Part Time

* + - * + Frist Aid
				+ Using Radio
				+ Daily report in English
				+ Checking cars against explosives
				+ Surveillance Cameras
				+ Alarm and fire systems

**education**

1996-2000 Bachelor of Commerce

 **(Administration: Management Option**

 **higher Institute for Cooperative and Managerial Studies**

 , EGYPT (CAIRO)

**PROFESSIONAL DEVELOPMENT**

2008 RECOMMENDATION from SEAVIN GCA

2015 A training course entitled (creativity in solving problems),

 Ministry of Education.

 Certificate of human development entitled the will of management

 HADD Foundation, Academy of Industry leader

 Specialized training course (financial and administrative

 disbursement decisions).

2017 Certificate of training from the Directorate of Organization and

 Management in South Sinai to pass the training program

 in the symposium on the field of innovative thinking

 and development prospects.

2022 Google Drive (Introduction to google-Docs intro - Calendar-Slides

 Sheets – Classroom - Admin console 1-2-3 - Meet intro

2022 Patient centeredness culture GAHAR

 Organization Governance & management GAHAR

 Environmental &Facility safety GAHAR

 Clinical laboratory GAHAR

2022 Warehouse management Inventory,

 Stock and Supply Chains

 From ALISON