

Alaa Mahmoud Hussein Abdelhamid

Date of Birth: March 21, 2002 | **Nationality:** Egyptian

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Professional Summary

Enthusiastic and fast-learning IT graduate with a degree in Information Systems and 2 years of experience in the tech field. Passionate about solving real-world problems through technology and always seeking opportunities to grow and challenge myself. Looking to join a forward-thinking company where I can develop my skills, contribute to impactful projects, and build a long-term career in Information Technology.

Education

Bachelor's Degree in Management Information Systems

Higher Institute of Administrative Sciences and Advanced Computing – Beheira, Egypt

Graduation Date: June 2023

Internships

2021 – 2023 | Annual Summer Internship

Internship – Sidi Kerir Petrochemicals Company (SIDPEC)

- Trained in the IT department, gaining knowledge of network systems and maintenance.
- Acquired experience in database management and operational data analysis.
- Software maintenance and working with different operating systems.
- Learned about petrochemical production processes and operational technologies.
- Trained in industrial safety standards to ensure a secure work environment.

Internship – Gastec Petroleum Company

- Trained in the IT department, focusing on system support and software maintenance.
- Gained knowledge of network operation and maintenance within industrial facilities.
- Learned the fundamentals of natural gas station operations and maintenance.
- Understood safety and security procedures in the petroleum and gas sector.

Work Experience

Military Service – Attendance and Departure Department

- Managed attendance and departure records and organized daily schedules.
- Monitored compliance and discipline to ensure smooth operations.
- Developed strong organizational, accuracy, and responsibility skills.

Gharably Integrated Engineering Company GIECO, Alexandria

Management Information Systems Assistant

- Provided technical support to improve IT operations and system efficiency.
 - Conducted data analysis to generate insights that aided business decision-making.
 - Assisted in maintaining databases and ensuring data accuracy.
 - Collaborated with different departments to streamline information flow and optimize processes
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Technical Skills

- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Access, Outlook).
 - Basic knowledge of network maintenance.
 - Data analysis and database management skills.
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Soft Skills

- Teamwork and collaboration.
 - Time management and task organization.
 - Negotiation and persuasion skills.
 - Problem-solving and decision-making abilities.
 - Effective communication and customer engagement.
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Certifications & Training

- **International Computer Driving License (ICDL).**
 - **Valid Driver's License.**
 - **Training courses in Human Resources, Sales, and Marketing.**
 - **Internship Certificate from Sidi Kerir (SIDPEC).**
 - **Internship Certificate from Gastec.**
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Languages

- **Arabic:** Native language.
- **English:** Good