

Moamen Alaa-Eldin Khalil Omar

Jeddah , Nasim district

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Objective

Seeking for a position in your organisation to be a part of your development and gain more experience.

Education

- **King Mariout University** 2022
Bachelor's Degree in Arts
Very Good

Experience

- **Expert Banking Information Services Company** June 2020 - May 2021
Data Entry
 1. Entering Data Accurately
 2. Data Verification
 3. Maintaining Data Confidentiality
 4. Updating Records Regularly
 5. Organizing Files and Documents
 6. Communicating with Teams
 8. Generating Reports
 9. Using Office Software
- **Hassan Alam development** July 2021 - May 2022
Surveying trainee
 1. Assisting Senior Surveyors
 2. Setting Up and Operating Survey Equipment
 3. Collecting Field Data
 4. Recording and Organizing Survey Data
 5. Interpreting Maps and Drawings
 6. Inputting Data into software
 7. Assisting in Boundary and Topographic Surveys
 8. Ensuring Equipment Maintenance
 9. Following Safety Protocols
 10. Learning and Developing Skills
- **ElSaqr language school** September 2022 - June 2023
Teacher
 1. Teaching & Learning
 2. Child Development
 3. Classroom Management
 4. Communication
 - Communicate regularly with parents/guardians about children's progress.
 - Work collaboratively with other teachers and school staff.
 5. Record Keeping
 6. Activities & Events
 7. Child Safety & Well-being
- **Egyptian Military** September 2023 - September 2024

Skills

- Sales and promotions skills
- Negotiations skills
- Communication skills
- Team work
- Time management
- Result oriented
- Software skills
- Autocade

Languages

- Arabic : Mother tongue
- English : Very good