



Sameh Abdel Halim

IT-Business Analyst

Summary : Analyze , Plan & Evaluate the Performance of the Businesses Related (IT) with more than 14 years of experience.

Courses Certified :

- **Training of trainers**
from American Self Development Institute (60 hours) - Training Director "MARK ROBIN " .
- **Diploma in Total Quality Management**
from Council Ministers Egypt.
- **Diploma in Business Administration**
from Oxford College – UK
- **Diploma in E-Marketing**
from Oxford College – UK
- The first Self-Development Scientific Conference " The International Center of self-Development – Egypt – Cairo"
- **Persuasion Skills**
From The International Center of self- Development – Egypt – Cairo
- **Leadership**
From The International Center of self-Development – Egypt – Cairo"
- **Creation**
From The International Center of self-Development – Egypt – Cairo"
- Intilaaqah- Egypt Sponsored by the Future Generation
- Foundation (FGF) & Shell Company (40 hours) Training:
- **Enhanced Presentation & project development skills.**

✉ Sameh4it@gmail.com 📞 010 618 19 199 📍 6 October, Giza , Egypt



EDUCATIONAL BACKGROUND

From : 1999 to 2003

- (BS.C) of Computer Science
- Future Academy Cairo – Egypt
- Final Score : very Good
- Project : Excellence

From : 2013 to 2014

- Mini Master in Business Administration (Mini MPA)
Cairo University

internationally Certified

- Microsoft Certified.
- IBM Certified.
- Google Certified.
- PMI Certified (USA - Project Management Institute).
- More than 38 Specialized diplomas Certified in Different Areas Related Businesses & IT .



WORK EXPERIENCE

From 05/2015 to 05/2018

Business Analyst
Al-Afdal Company
Jeddah - Saudi Arabia

Job Descriptions :

- Assisting with the business case
- Planning and monitoring
- Eliciting requirements
- Requirements organization
- Translating and simplifying requirements
- Requirements management and communication
- Requirements analysis

From 01/2013 to 04/2015

Project Manager
4Tech Company
Jeddah - Saudi Arabia

Job Descriptions:

- agreeing project objectives.
- representing the client's or organization's interests.
- providing advice on the management of projects.
- organizing the various professional people working on a project.
- carrying out risk assessment.
- making sure that all the aims of the project are met.
- making sure the quality standards are met.
- using IT or other systems to keep track of people and progress.
- recruiting specialists and sub-contractors.
- monitoring sub-contractors to ensure guidelines are maintained.
- overseeing the accounting, costing and billing.
- reporting to the client or senior stakeholders on progress.
- evaluating the success of the project against its benchmarking and sharing lessons or best practice with other organizations or project managers.

- Acquired basic business skills including: marketing, sales,

- Banking, accounting, business correspondence and report writing

- (ICS) Solutions
Sponsored by the (IMCS)
Industrial Modernization Center

- Egypt (80 hours) Training:
- Completion of the course
"Presentation Skills"

- Completion of the course
"Communication Skills"

- Completion of the course
"Negotiation Skills"

- **Time management.**

- Acquired basic business skills including: marketing, sales,

- Banking, accounting, business correspondence and report writing

- **Certified**

- Microsoft Certified.

- IBM Certified.

- Google Certified.

- PMI Certified
(USA - Project Management Institute).

Personal Skills



Technical Skills



Management Skills



- From 03/2009 to 08/2013
Executive Manager
MDS Company
Maadi – Cairo -Egypt
 - Businesses Related (Software & Web Solution)
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- From 01/2006 to 04/2009
Web Designer
Art Web Solution Company
Nasr City – Cairo -Egypt
 - Businesses Related (Web Design & Web Solution)
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- From 06/2006 to 12/2006
Basic Business Skills Acquisition (BBSA) Cairo University
Sponsored by the Future Generation Foundation (FGF)
(1620 hours) Training:
 - Developed Language and Computer skills.
 - Enhanced Presentation & project development skills.
 - Acquired basic business skills including: marketing, sales,
 - Banking, accounting, business correspondence and report writing.
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- From 01/2004 to 04/2006
Graphic Designer
Resala Organization
Maadi – Cairo -Egypt
- Businesses Related (Training)

• **Projects Prepared and Supervised to Implement :**



- 1- Ministry of Interior - Kingdom of Saudi Arabia
Emirate of Al Baha Region
 - 2- Ministry of Interior - Kingdom of Saudi Arabia
General Directorate of Prisons in Jeddah
 - 3- Ministry of Health - Kingdom of Saudi Arabia
37 governmental hospitals at the level of the Kingdom
 - 4- Saudi Arabian Airlines
 - 5- Al Safwa Hotel Group
 - 6- Elmasia Hotels Group - Jeddah
 - 7- Lamas Al Arabiya for maintenance and operation
 - 8- Bayanat Technology Company
 - 9- Quick Horse Group
 - 10- Dolphin International
 - 11- Good news agency
 - 12- Caslon Information Technology Group
- And many companies and institutions and government agencies
inside and outside Saudi Arabia.

Total Years of experience: 14 years

SKILLS:

Language Skills:

- Native language Arabic.
- Good Command of both written and spoken English.

Computer Skills:

-Diploma in Graphic Design from (IBM) .

-Adobe Photoshop

- Freehand Mx.

-InDesign

-CorelDraw

-Adobe Illustrator

- Diploma in Web Design from (LC)

- Macromedia Dreamweaver

- Macromedia Flash MX

- Swish MX

- FrontPage

- HTML

- Microsoft FrontPage (HTML application)

- Macromedia Dreamweaver (HTML application)

- Macromedia Fireworks (Web designing application)

- Macromedia Freehand (Graphical application)

- Adobe Photoshop (Photo editing application)

- Adobe Image Ready (Graphical application)

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- Leadership

From The International Center of self-Development – Egypt – Cairo

- Creation

From The International Center of
self-Development – Egypt – Cairo

- Intilaaqah- Egypt Sponsored

by the Future Generation

- Foundation (FGF) & Shell Company (40 hours) Training:

- Enhanced Presentation & project development skills.

- Acquired basic business skills
including: marketing, sales,

- Banking, accounting, business
correspondence and report writing

- (ICS) Solutions Sponsored by the (IMCS)
Industrial Modernization Center

- (80 hours) Training:

- Completion of the course "Presentation Skills"
- Completion of the course "Communication Skills"
- Completion of the course "Negotiation Skills"
- Time management.
- Acquired basic business skills including: marketing, sales,
- Banking, accounting, business correspondence and report writing

Certified

- Microsoft Certified.
- IBM Certified.
- Google Certified.
- PMI Certified (USA - Project Management Institute).



PERSONAL INFORMATION

- Date of Birth: 01 / 04 / 1980
- Marital Status: Married & I Have 3 Girls

CONTACT INFORMATION

- ✉ Sameh4it@gmail.com
- ☎ 010 618 19 199
- 📍 6 October, Giza , Egypt

thanks for your time ...