Omnia Eid Amin

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SUMMARY

Dedicated team player committed to contributing to organizational success through hard work and devotion. Aims to apply acquired knowledge and experience to drive performance and foster growth. Seeks challenging assignments and responsibilities that offer opportunities for career advancement, personal development, and long-term stability. Thrives in dynamic, competitive environments

EXPERIENCE

Member of the secondary education stage

Al-Ajami Educational Administration   **February 2023 - Present**

· Develop and deliver engaging lesson plans aligned with the curriculum.
· Adapt teaching methods to meet diverse learning needs and styles.
· Assess and monitor students' progress regularly through tests, projects, and assignments.
· Use technology and other resources to enhance learning.

Manager of IT Sector

Educational zone   **August 2020 - Present**

· Develop and execute IT strategies aligned with the educational goals of the institution.Oversee the implementation of technology initiatives to enhance learning and administrative efficiency.

Information Technology Officer

the Office of the Deputy Directorate of Education in Alexandria · Full-time   **February 2022 -January 2025**

· Oversee and maintain hardware, software, servers, and networks.
· Ensure system availability, reliability, and performance.
· Implement and manage cloud services and data centers.

Information Technology Officer

the General Education Department of the Directorate of Education   **October 2021 - October 2022**

· Oversee and maintain hardware, software, servers, and networks.
· Ensure system availability, reliability, and performance.
· Implement and manage cloud services and data centers.

Head of the Technological Development Department

Agemy Educational Administration   **November 2017 - September 2021**

· Oversee and maintain hardware, software, servers, and networks.
· Ensure system availability, reliability, and performance.
· Implement and manage cloud services and data centers.

Technology Development Specialist

Khairallah Ragheb Primary School   **November 2011 - November 2017**

EDUCATION

PhD in Business Administration

Arab Academy for Science, Technology & Maritime Transport · 2022 · Excellend

Master of Business Administration - MBA

Arab Academy for Science, Technology & Maritime Transport · 2017 · Excelled

Educational diploma

Damanhur university · 2011 · Very Good

Bachelor of commerce

Minor in Accounting · Alexandria University · 2010 · Pass

COURSEWORK

Certified Compliance Officer

Anti Money Laundring

Business Modeling

HTML – CSS – Java script

ICDL

SKILLS

PERSONAL SKILLS
· Able to learn new technologies and business processes easily and quickly.
· Energetic person who is willing to help at all times and to work under pressure.
· Have the flexibility and the capacity to adapt to changes.
· Very good communication skills

Technical SKILLS
· Proficiency in computer operations under various windows versions.
· Skilled at using Microsoft Word & Microsoft Outlook express.
· Efficiency using internet.
· Trainer of ICDL COURSES AND NETWORK&DATABASE