

Ahmed Naif Mohamed Shawqy



PERSONAL INFO.



- o Date of birth: 26 Feb. 1989
- o Nationality: Egyptian
- o Gender: Male
- o Religion: Muslim
- o Marital Status: Married
- o Military service status: Exempted



Contact



Saudi Arabia - Riyadh



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Education



BA Computer Science Department at
High Institute of computer sciences & information Systems
6 October University , EGYPT
2008 – 2012
Culture and Science Academy, 6
October University (EGYPT)
Grade: Good – Cumulative Result 74.45%
Result of last year 75.36% Grade: V. Good
Graduation Project: Three-Dimensional Driving Lessons Simulator
Grade: Excellent



Courses



CCNA at Computek training Center Pioneers of Education , EGYPT
November 2012 – January 2013

Course cisco certified Network Associate (CCNA)

Interconnecting cisco networking devices part 1 (ICND1) v1.0

Interconnecting cisco networking devices part 2 (ICND2) v1.0

C++ at Wissam High Tech Training Center, EGYPT

August 2010 – September 2010

Course C++ started 22/08/2010 – ended 15/09/2010 total hours

48 hours and successfully passed the examination



Experience

Graphic Designer at Back Comfort, Saudi Arabia

June 2019 – Present

- Create social media content.
- Make Designs for Template, Website Banner, Stickers, and Campaign

Administration and Office Manager at

Future Wall for Contracting EST. and Its Subsidiaries, Saudi Arabia

September 2013 – May 2019

● Office management skills:-

- Drafting and finalizing the required letters.
- Contact the required suppliers to negotiate and close the business deals.
- Prepare the company's financial reports.
- Prepare the required forms for both suppliers and governmental parties.
- Organizing and handling the personnel files.

● Technical skills:-

- Build and manage the Company's internal network.
- Deploying Windows OS to the personnel PCs.
- Maintaining the personnel devices and repair the related technical issues.
- Managing and maintaining the Company's devices.
- Manage the devices remotely using Team Viewer.
- Designer using (Illustrator & Photoshop)

Technical Support at TE-DATA, Egypt

April 2013 – May 2013

- Receiving calls from customers to identify their technical problems.
- Identify the appropriate solutions and work on them, if possible.
- File the required report to have the relevant problem solved by the technical team.
- Follow up with the technical team and report the results back to the customer.

Training in Public Relation at Phenomenal PR & Events, Saudi Arabia

July 2011 – August 2011

- Taking part in organizing KIA Company's event.
- Taking part in presenting the Company to the audience.

Training in Public Relation at Phenomenal PR & Events, Saudi Arabia

July 2009 – August 2009

- Taking part in organizing Lomar Thobe's event.
- Taking part in presenting the Company to the audience.

Sales Man at Antica's Shop, EGYPT

June 2008 – June 2009

- Responsible for receiving and selling of the shop's products.
- Define the customer's needs and arrange to meet them with the appropriate products.
- Arrange to have the shop's accountings records prepared and organized.

Skills



PERSONAL SKILLS:-

- Work under pressure.
- Ability to organize self-work or group-work.
- Very good in communication skills.
- Have a great sense of responsibility.
- Good to deal with sudden situations.
- Quick learner.
- Eager for self-development.
- Team worker

COMPUTER SKILLS:-

- Photoshop, Illustrator
- MS Excel, Power Point, Word
- HTML
- 3D's Max
- Auto cad
- C#, C, C++ Programming language
- Java Script



Language

ARABIC: Native language

ENGLISH: Very good "written and spoken"