

Curriculum Vitae

**Mr, Tarek Noaman
Mohamed**

tarek2noaman@yahoo.com

+2 01000641449

Egypt, Beni Suef

Personal Data:

Place of Birth : Egypt
Gender : Male
Nationality : Egyptian
Marital Status : Married
Date Of Birth : 15/11/1983



OBJECTIVE

To obtain a challenging role and achieving a success with a world-class company which offers growth and opportunity to utilize and expand my interpersonal, technical and organizational skills.

EDUCATION

*2000-2004 Beni Suef university, Beni Suef, Egypt.

College of literature, Geography dept.

*Jan 2022 **TOT advanced Diploma** from Alison.



SKILLS



Computer & Language skills:

- Very good knowledge of Windows and MS Office.
- Native language is Arabic.
- Very good command of both written and spoken English.

EXPERIENCE:



-- Jan 2022 -Public relation & Communication Specialist in Business Spike Group,
Beni Suef, Egypt.

Responsibilities: (Establishing, building and maintaining new & current companies relations + prepare business plan + responding to requests + attending virtual events + media communications + Seek opportunities for partnerships, sponsorships and advertising + Prepare and submit PR reports)



-- Feb 2021 – Dec 2021 -Public relation Officer in Mashrook company, BSS-
Group, Beni Suef, Egypt.

Responsibilities: (Establishing, building and maintaining new & current companies relations + prepare business plan + responding to requests + attending virtual events + media communications + Seek opportunities for partnerships, sponsorships and advertising + Prepare and submit PR reports)



**Dubai
Airports**

-- June 2015 –April 2019– customer care Coordinator in Dubai Airports,
Dubai, UAE

Responsibilities: (All related clients Quality check, Complains & Follow up + QHSE Assisting + Maintenance Coordinator + Feedback Analysis, Report writing & surveys + Security Pass system admin+ Carpark system admin + Work Notification Follow Up + NOC & Memo letters writing (Arabic & English)+ Campaign Events + Presentation Coordination + Communicating with departments for planning & development).



--Jan 2015- May 2015--senior relationship officer in Noor Bank,
Dubai, UAE

Responsibilities : (personal finance for salary transferred +non salary transferred + buyout finance
+SME +selling credit cards + opening bank and brokerage accounts + listing employers)



--July 2013- Dec 2014-senior personal finance officer in Emirates Islamic Bank,
Dubai, UAE

Responsibilities : (personal finance for salary transferred +non salary transferred + buyout finance
+SME +selling credit cards + opening bank and brokerage accounts + listing employers)



--Nov 2008- June 2013 senior advisor- personal finance in Dubai Islamic Bank,
Dubai, UAE.

Responsibilities : (personal finance for salary transferred +non salary transferred + SME +selling
credit cards +listing employers)



--March 2008 -Nov 2008-customer service representative in Etisalat Company.
Ajman, UAE.

Responsibilities : (101 call centre representative – general inquiry & technical support for mobile
phones sim lines, land lines & DSL + blackberry)



--Nov 2006-March 2008 crew trainer in Americana company KFC restaurant.
Dubai, UAE.

Responsibilities : (training new staff + quality assurance+ inventory + supervising standard
guidelines)



ACHIEVEMENTS

- *Apr 2007 Appreciation Certificate for exceptional display of honesty.
Americana company, Dubai, UAE.
- *Top sales performer 2009 & 2010 in Dubai Islamic bank. Dubai, UAE.
- * Jan 2016 Appreciation Certificate for outstanding dedication & commitment of operation
And team work. Dubai Airports, Dubai, UAE.
- *April 2016 Exceptional Performance Award. Dubai Airports, Dubai, UAE.

MEMBERSHIPS

- Global Financial Planning Institute -Member
- Project Management institute- Member # 7471001
- B2B Marketing –Member
- Development for trainers-Member # 1209
- American Management Society- Member # 3816127
- Cognitive Science Society- Member
- International Association of Innovation Professionals (IAOIP) - Member
- Digital Marketing Institute- Member
- Geographical Association UK- Member # 131047

TRAINING



*Apr-Jul 2006 **Basic Business Skills Acquisition (BBSA)** Assiut, Egypt
Sponsored by (BERLITZ) Language institute, Future Generation Foundation FGF
-Language and Computer skills, Presentation skills & project development skills.
-Acquired basic business skills including: marketing, sales, banking, accounting, & report writing.



*Jan 2010 **Compliance foundation** course (Dubai Islamic Bank)
*Feb 2011 **Audit & Operation control** (Dubai Islamic Bank)
*Oct 2012 **Microsoft Office-Excel** (Dubai Islamic Bank)
*Nov 2012 **Building Powerful relationship** course (Dubai Islamic Bank)
*Nov 2012 **Branches management-sharia criteria for retail products** (Dubai Islamic Bank)



*Apr 2013 **Anti money laundering** (Dubai Islamic Bank)
*Mar 2014 **Anti money laundering 2014** (Emirates Islamic Bank)
*May 2014 **System Security Fundamentals** (Emirates Islamic Bank)
*May 2014 **Foreign Account Tax Compliance Act (FATCA) Awareness Building** (Emirates Islamic Bank)



*Sept 2014 **Operational Risk Awareness** (Emirates Islamic Bank)
*Nov 2014 **IT Security Policy Awareness** (Emirates Islamic Bank)
*Aug 2015 **Airport Service program** (Institute of leadership & management)
*Nov 2015 **Airport Management Programme1** (Institute of leadership & management)
*May 2016 **Safe & Unsafe Acts** (Dubai Airports)



*Aug 2016 **I-SAFE Information Security Awareness**(Dubai Airports)
*Feb 2017 **Advanced communication skills** (Dubai Airports)
*Jul 2017 **Airport induction** (Dubai Airports).
* Jul 2017 **Environmental Awareness** (Dubai Airports).
* Jul 2017 **Health & Safety Awareness** (Dubai Airports).
* Jul 2017 **Security Awareness** (Dubai Airports).
* Aug 2017 **I-SAFE Information Security Awareness** (Dubai Airports).
* Oct 2017 **Aviation Fundamentals** (Dubai Airports).
* Nov 2017 **Modern Hospitality - service** (Dubai Airports).
* Apr 2018 **Modern Hospitality – Programme** (Dubai Airports).
* July 2018 **I-SAFE DA Information Security Awareness** (Dubai Airports).



* Oct 2021 **Start-up Business Development Program** (Ministry of Planning & Economic Development)
* Nov 2021 **Effective leadership skills Program** (Ministry of Planning & Economic Development)



* Dec 2021 **Idea to project Program** (Ministry of Planning & Economic Development)
* Jan 2022 **TOT Course** (International Board of Certified Trainers)& (EDRAAk)
* Jan 2022 **Principles of Sales Management** (Hub spot Academy)
* Feb 2022 **OSINT** (Business Spike)



LinkedIn Profile: <https://www.linkedin.com/in/tarek-noaman-440618ab/>

Best Regards

Tarek Noaman