# **Curriculum Vitae**

## Mr, Tarek Noaman Mohamed

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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 Mashroak 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)



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)









- \*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**





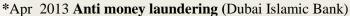
\*Apr-Jul 2006 Basic Business Skills Acquisition (BBSA) Assiut, Egypt

Sponsored by (BERLITZ) Language institute, Future Generation Foundation FGF

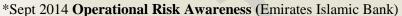
- -Language and Computer skills, Presentation skills & project development skills.
- -Acquired basic business skills including: marketing, sales, banking, accounting, & report writing.



- \*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)



- \*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)



- \*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)



Ministry of Planning and Economic

Development



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

Best Regards

Tarek Noaman