

Mohamed Ahmed Morsy

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Personal Data

Date of birth : 26 - 3 - 1984
Nationality : Egyptian
Marital status : Married
Military Status : Completed
Gender : Male
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Objective

Seeking a Challenging Position within a Dynamic Environment where I can utilize my skills and qualifications and develop my interpersonal skills to help others achieve and exceed.

Professional Education

- ✓ Bachelor's Degree in Information Systems and Business Administration (**Academy City**)
- ✓ Graduation Year: 2005 Good.
- ✓ Graduation project grade: V. Good.

Language skills

- ✓ English: Good command of spoken and written English.

Key Skills

- At least 20 years of experience in IT and technical support management.
- Operating Systems Microsoft Windows in different versions of software.
- Desktop Top Tools I have a very good knowledge of MS Office.
- Support and maintain corporate IT infrastructure including hardware and networks.
- Technical support for employees and troubleshoot software and hardware.
- Monitor system performance and troubleshoot problems efficiently.
- Assist in hardware and software management and installation.
- CCTV Systems (HD & IP)
- Good at communication - Team player.

Courses Attended

- Comp TIA (Tring)
- Mcsa (Tring)
- CCNA (Tring)

Computer Skills

- A very good knowledge of computer maintenance (Hardware & Software).
- Operation System windows server (2003 & 2012).
- Operation System windows (7 - 8 – 10 - 11).
- MS Office (2010 - 2013 - 2016 - 2019 - Office 356).
- Working with E-mails servers.
- A very good knowledge Internet using I have.
- I have very good knowledge of using fingerprint.
- I have good knowledge of operating a control room in terms of network system CCTV Systems and Sound System.

Work Expertise

from: 2000 till now Current work

IT Manager and Administration Specialist

from: 2023 till now Current work

Al Nasr Company for General Contracting and Metal Forming

- Working on equipping it and establishing a fully operational network system.
- Establishing an operations room and control center with a network connecting computers, wireless devices, and fixed points through an integrated and secure network using a cable network over Wi-Fi enhancing data transfer accuracy.
- Providing support for all IT-related activities. Installing applications on (desktops and laptops).
- I have a very good knowledge of using Microsoft.
- Installing Microsoft Windows to run various versions of hardware and software such as (Windows 7, 8, 10, 11) Windows Server (2003, 2008, 2012), Office (2010, 2013, 2016, 2019, 356) and others.
- Connecting the printer's operating system via a cable network over Wi-Fi.
- Installing and connecting the switchboard operating system via Wi-Fi if the system is wireless.
- Connecting the fingerprint operating system via a cable network via Wi-Fi.
- Connecting the CCTV network operating system to the management system, updating cameras, and following up on any technical issues they may encounter.
- Practical experience in storing and backing up important data.
- Maintaining maximum availability of supported services for users.

Administration Specialist

- Providing support for human resources management, including procedural documents and related reports such as attendance and departure, payroll calculations, and more
- Responsible for implementing administrative reports and following up on administrative work.
- Responsible for operating the online database system.
- Assisting in uploading blog articles to the company's official website and social media channels.

IT Manager and Administration Specialist

from: 2018 to 2023

Sama International School & Sama Valley Nursery & Swan Nursery

Administration Specialist and IT Help Desk

from: 2015 to 2018

Smart Cards Application Company

IT Help Desk and Sales Operations Manager

from: 2012 to 2015

AL-MAZEED Company for Trading & Distribution. (Leading FMCG Distributor)

IT Help Desk

from: 2011 to 2012

Tamima Maraseel Amulet for Shipping Services

Data Entry and Sales Operations Manager

from: 2010 to 2011

Mahar Foods Company for Food Industries

FMC File Manager Control and stock Control

from: 2007 to 2010

Metro Market for Trading & Distribution Company (Mansour Group)

- Full Responsibility of system Control.
- Providing full Control by Shelve By store.
- Quality Control of Prices, Vans and Goods.
- Reviewing the branch's requests for deficiencies.
- Inventorying branches and warehouses.
- Detecting delivery errors.
- Detecting shortages.
- Following up on daily inventory.
- Daily branch inventory.
- Detecting and correcting shortages.
- Matching receipts with inventory.

Free Lance (Hardware and Software and Marketing)

from : 2000 to 2006
